Easy Lace 2

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Quick Reference Guide

A	Pan
B	Save Motif
C	Copy
D	Draw Motif
E	Extend
G	Grid On/Off
H	Help
J	Reflect Vertically (whilst placing areas)
L	Open Design
M	Move
N	New Design
O	Crop
P	Print
Q	Quit
R	Reflect Horizontally (whilst placing areas)
S	Save Design
T	Rotate (whilst placing areas)
U	Backdrop On/Off
V	Full View
W	Redraw
Y	Definable Outline (in Copy, Move, Cut and Edit Area)
Z	Zoom
+	Zoom in
-	Zoom out
CTRL D	Define Colour
CTRL F	Current Stitch Type Faint/Normal
CTRL R	Corner (Edit Menu)
CTRL T	Transform (whilst placing areas)
CTRL SHIFT F	All Stitch Types Faint/Normal
↑	Select Next Colour Up
↓	Select Next Colour Down
F1	Help
F2	Lace Pins
F3	Cloth Stitch
F4	Gimp
F5	Fan
F6	Rose Ground
F7	Honeycomb
F8	Spider
F9	Leaf

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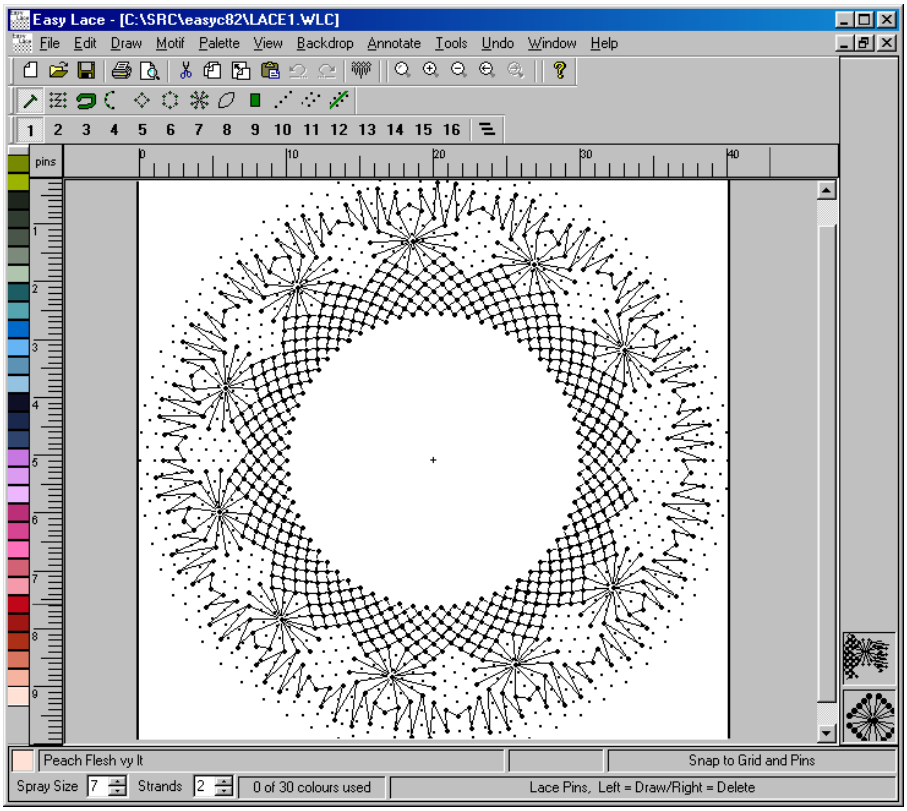
Using Easy Lace

Screen Layout

The display given when Easy Lace runs consists of a menu across the top, the colour palette to the left, toolbar and lace stitch toolbar at the top and the design area in the centre with rulers to the top and left. The designing is made by using the mouse, the position of which is shown by a small pointer. As the mouse moves over the toolbars and colours, the option or colour name is given.

The grid is based on dots set at an angle suitable for the type of grid chosen, the angle of the grid can be altered by using ***Change Grid Angle*** in the ***Tools*** menu. A design can be built up by selecting different stitch types and placing them on the grid. The edge of the design is shown by the black border.


Easy Lace - [C:\SRC\easyc82\LACE1.WLC]
File Edit Draw Motif Palette View Backdrop Annotate Tools Undo Window Help
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16
pins
Peach Flesh vy lt
Snap to Grid and Pins
Spray Size 7 Strands 2 0 of 30 colours used
Lace Pins, Left = Draw/Right = Delete

Screen Layout

Along the bottom are two status lines, in the first are the ***Current Colour*** button, Current Colour name, the mouse's grid reference and the ***Snap To*** status. Click on the ***Current Colour*** button to gain access to the ***Define Colour*** option in which the colour can be changed. ***Snap To*** will give the current settings, clicking on ***Snap To*** will give access to the ***Snap To*** options. The second line is a prompt line that details the current option and instructions on what to do.

Toolbars

Both the general toolbar and the lace stitch toolbar are dockable, so they can be positioned anywhere around the grid.

The toolbars can be customised to contain the options most frequently used, by using ***Toolbar Buttons*** in the ***Tools*** menu. The toolbars can also be removed or reinstated by selecting or deselecting the relevant toolbar on the bottom of the ***View*** menu.

General Toolbar

The toolbar gives quick access to the following options ***New***, ***Open***, ***Save***, ***Print***, ***Print Preview***, ***Cut***, ***Copy***, ***Move***, ***Paste***, ***Undo***, ***Redo***, ***Draw Motif***, ***Zoom***, ***Zoom In***, ***Zoom Out***, ***Zoom Back***, ***Zoom Forward*** and ***Help***.

General Toolbar

The ***Undo*** button will undo the last option, to go back further keep pressing the button until the required undo has happened.

Lace Stitch Toolbar

The lace stitch toolbar gives access to **Lace Pins**, **Cloth Stitch Pins**, **Gimp**, **Fan**, **Rose Ground**, **Honeycomb**, **Spider**, **Leaf**, **Tally, Single Pin Line, Double Pin Line** and **Double Pin Line With Gimp**.

Lace Stitch Toolbar

The stitch types can be selected by pressing the following keys:

Function Key 2	***Lace Pins***
Function Key 3	***Cloth Stitch***
Function Key 4	***Gimp***
Function Key 5	***Fan***
Function Key 6	***Rose Ground***
Function Key 7	***Honeycomb***
Function Key 8	***Spider***
Function Key 9	***Leaf***

Lace Pins

To add a pin to the design, select ***Lace Pins*** from the lace stitch toolbar, press the ***LEFT*** mouse button to place the pin. If the ***Snap to Grid*** option is on then the pin can only be placed at the nearest grid point, otherwise it will be placed at the actual cursor point. To delete a pin move the cursor to the required pin and press the ***RIGHT*** mouse button. The size of the pins can be set by using the ***Options*** option in the ***Tools*** menu.

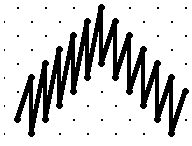
Lace Pin

Adding a Lace Pin to the Design

1. Select the *Lace Pin* button from the *Lace Stitch Toolbar*.
2. Move the cursor to the required position for the pin and press the *LEFT* mouse button.

Cloth Stitch

To add a cloth stitch pin to the design, select ***Cloth Stitch*** from the lace stitch toolbar. This will place pins along with lines to represent cloth stitch. Press the ***LEFT*** mouse button to place the pin at the required place. If the ***Snap to Grid*** option is on then the pin can only be placed at the nearest grid point, otherwise it will be placed at the actual cursor point. Place the next pin at the required point and a line will be drawn between the two to represent the cloth stitch. To delete a cloth stitch line move the cursor to the end of the line and press the ***RIGHT*** mouse button. The size of the pins can be set by using the ***Options*** option in the ***Tools*** menu.



Cloth Stitch

Adding Cloth Stitch to the Design

1. Select the *Cloth Stitch* button from the *Lace Stitch Toolbar*.
2. Move the cursor to the starting position for the stitch and press the *LEFT* mouse button.
3. Move the cursor to the end of the stitch and press the *LEFT* mouse button again.
4. Repeat step 3 to continue stitches.
5. Press the *RIGHT* mouse button to begin a new series of stitches.

Gimp

This option will add ***Gimps*** to the design, these can be placed anywhere on the grid. This is the only stitch type who's colour can be changed by selecting the required colour from the colour palette. Select the option, then move the cursor to where the gimp should start and press the ***LEFT*** mouse button. Move the cursor to the next point, press the ***LEFT*** mouse button and a line will be drawn between the two points. Continue this until the required gimp is placed and press the ***RIGHT*** mouse button to finish that section.

Gimp

Adding a Gimp to the Design

1. Select the *Gimp* button from the *Lace Stitch Toolbar*.
2. Select the required colour for the gimp in the palette.
3. Move the cursor to the start of the gimp and press the *LEFT* mouse button.
4. Move the cursor to the next point and press the *LEFT* mouse button.
5. Continue as required.
6. Press the *RIGHT* mouse button to finish the gimp.

Fan

This option will allow ***Fans*** to be placed in the design. Move the cursor to the start of the fan, press and hold down the ***LEFT*** mouse button, drag the cursor to the end of the fan and release the mouse button. An arc will be given which should be sized by moving the cursor and pressing the ***LEFT*** mouse button when it is the correct size. A dialog will be given which will allow the ***Number of Pins*** to be set, this will include those at the start and end of the fan. Also the method of spacing the pins can be set by pressing the required radio button.

Fan

If the fan is not placed horizontally or vertically, the ability to set the method of spacing will not be given.

Also if the fan is placed horizontally or vertically but the size is over 180º then the method of spacing will not be given.

Adding a Fan to the Design

1. Select the *Fan* button from the *Lace Stitch Toolbar*.
2. Move the cursor to the start of the fan and press and hold the *LEFT* mouse button.
3. Drag the cursor to the end of the fan and release the *LEFT* mouse button.
4. Size the fan using the mouse and press the *LEFT* mouse button - a dialog is given.
5. Adjust the *Number of Pins* if required.
6. Select whether the pins are to be spaced evenly between the arc end points or along the line.
7. Select *OK*.

Rose Ground

This option will add ***Rose Grounds*** to the design. The rose ground is represented by four pins in a diamond shape with joining lines. Select the option and move the cursor to where the top of the rose ground should be placed and press the ***LEFT*** mouse button, the remaining three pins will be given to form the rest of the rose ground. The point selected will always snap to the closest grid point, even if the ***Snap to*** option is off.

Rose Ground

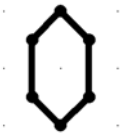
Rose Grounds cannot be placed where the grid changes angle.

Adding a Rose Ground to the Design

1. Select the *Rose Ground* button from the *Lace Stitch Toolbar*.
2. Move the cursor to the required position of the rose ground and press the *LEFT* mouse button.

Honeycomb

This option will add ***Honeycomb*** to the design. The honeycomb is represented by six pins in a hexagonal shape with joining lines. Select the option and move the cursor to where the top of the honeycomb should be placed and press the ***LEFT*** mouse button, the remaining three pins will be given to form the rest of the honeycomb. The point selected will always snap to the closest grid point, even if the ***Snap to*** option is off.



Honeycomb

Honeycomb cannot be placed where the grid changes angle.

Adding Honeycomb to the Design

1. Select the *Honeycomb* button from the *Lace Stitch Toolbar*.
2. Move the cursor to the required position of the rose ground and press the *LEFT* mouse button.

Spider

When the ***Spider*** option is selected move the cursor to one corner of the spider. The spider will be drawn in a diamond box starting from the given corner. Press and hold down the ***LEFT*** mouse button to size and position the spider and release the ***LEFT*** mouse button to place the stitch.

Spider

Spiders cannot be placed where the grid changes angle.

Adding a Spider to the Design

1. Select the *Spider* button from the *Lace Stitch Toolbar*.
2. Move the cursor to one corner of the spider and press and hold the *LEFT* mouse button.
3. Drag the cursor to the opposite corner and release the *LEFT* mouse button.

Leaf

This option will add a ***Leaf*** to the design, once the option is selected move the cursor to the start of the leaf, press and hold down the ***LEFT*** mouse button, drag the cursor to the end of the leaf and release the mouse button.

Leaf

Adding a Leaf to the Design

1. Select the *Leaf* button from the *Lace Stitch Toolbar*.
2. Move the cursor to one end of the leaf and press and hold the *LEFT* mouse button.
3. Drag the cursor to the opposite end and release the *LEFT* mouse button.

Tally

This option will add a ***Tally*** to the design. Select the option and move the cursor to the grid point where the tally should be placed and press the ***LEFT*** mouse button. The size of the tally can be changed by using ***Tally Size*** in the ***Tools*** menu. Tallies are placed so that they follow the direction of the grid.

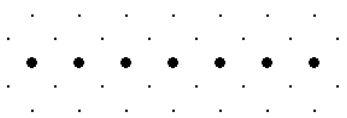
Tally

Adding a Tally to the Design

1. Select the *Tally* button from the *Lace Stitch Toolbar*.
2. Move the cursor to the required position of the tally and press the *LEFT* mouse button.

Single Pin Line

This option will add a ***Single Pin Line*** to the design. Select the option and move the cursor to the grid point where the pin line should start and press the ***LEFT*** mouse button. Move the cursor to the next point, press the ***LEFT*** mouse button and a line of pins will be drawn between the two points. Continue this until the required lines are placed and press the ***RIGHT*** mouse button to finish. Different settings can be changed by using ***Pin Line Settings*** in the ***Tools*** menu.



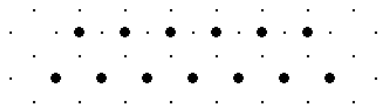
Single Pin Line

Adding a Single Pin Line to the Design

1. Select the *Single Pin Line* button from the *Lace Stitch Toolbar*.
2. Move the cursor to the start of the pin line and press the *LEFT* mouse button.
3. Move the cursor to the next point and press the *LEFT* mouse button.
4. Continue as required.
5. Press the *RIGHT* mouse button to finish the pin line.

Double Pin Line

This option will add a ***Double Pin Line*** to the design. Select the option and move the cursor to the grid point where the pin line should start and press the ***LEFT*** mouse button. Move the cursor to the next point, press the ***LEFT*** mouse button and two lines of pins will be drawn between the two points. Continue this until the required lines are placed and press the ***RIGHT*** mouse button to finish. Different settings can be changed by using ***Pin Line Settings*** in the ***Tools*** menu.



Double Pin Line

Adding a Double Pin Line to the Design

1. Select the *Double Pin Line* button from the *Lace Stitch Toolbar*.
2. Move the cursor to the start of the pin line and press the *LEFT* mouse button.
3. Move the cursor to the next point and press the *LEFT* mouse button.
4. Continue as required.
5. Press the *RIGHT* mouse button to finish the pin line.

Double Pin Line With Gimp

This option will add a ***Double Pin Line With Gimp*** to the design. Select the option and move the cursor to the grid point where the pin line should start and press the ***LEFT*** mouse button. Move the cursor to the next point, press the ***LEFT*** mouse button and two lines of pins with a gimp in the middle will be drawn between the two points. Continue this until the required lines are placed and press the ***RIGHT*** mouse button to finish. The gimp will be drawn in the current colour, to change this select a new colour from the palette. Different settings can be changed by using ***Pin Line Settings*** in the ***Tools*** menu.

Double Pin Line With Gimp

Adding a Double Pin Line With Gimp to the Design

1. Select the *Double Pin Line With Gimp* button from the *Lace Stitch Toolbar*.
2. Move the cursor to the start of the pin line and press the *LEFT* mouse button.
3. Move the cursor to the next point and press the *LEFT* mouse button.
4. Continue as required.
5. Press the *RIGHT* mouse button to finish the pin line.

Layer Toolbar

Within the Blackwork Plus module there is the ability to place backstitch into different layers, which can be useful to show how designs are built up. There is an extra toolbar that gives the layer number buttons and the layer display button. To add stitches to a specific layer, select the required ***Layer Number*** button and then add the stitches to the design.

Layer Toolbar

Motif Pad

Once a motif has been selected from the library the program will add it to the motif pad to the right of the design area. Selecting a motif in the pad is equivalent to selecting it from the motif library and it will be ready to place in the design.

Right clicking on one of the motifs in the pad will give additional options. ***Motif Pad*** will allow settings for the pad to be altered - see *Motif Pad* in the *View* menu for more details. ***Remove Motif*** will remove the motif from the pad.

Once the maximum number of allowed motifs has been reached the oldest motif will be automatically removed.

Rulers

Rulers are given to the top and left of the design area, they can be displayed in terms of number of stitches. The position of the mouse is shown by a moving line on each ruler. *[See Ruler Settings in the View menu for further information on rulers.]*

Colour Palette

The colour palette appears to the left of the grid and has 30 colours which will be used to add gimps to the design. Each colour has a name assigned to it, these can be changed by using ***Change Name*** in the ***Palette*** menu. If the colour is changed by using ***Define Colour*** in the ***Palette*** menu, then the name will be cleared.

As the mouse moves over a colour in the palette, a tooltip will appear giving the colour's name. To select a colour, simply move the cursor to the required colour and press the ***LEFT*** mouse button. There will be only one colour active at any one time, the Current Colour, which is shown by a box surrounding it. By doing a right click on a colour this will activate a popup menu giving access to the ***Define Colour*** and ***Change Name*** options.

Alternatively the arrow keys can be used:

Up arrow key ***selects the colour above in the palette***
Down arrow key ***selects the colour below in the palette***

As the gimps are drawn the colours used in the design are shown by a small white square in the top-left corner of the colour in the palette.

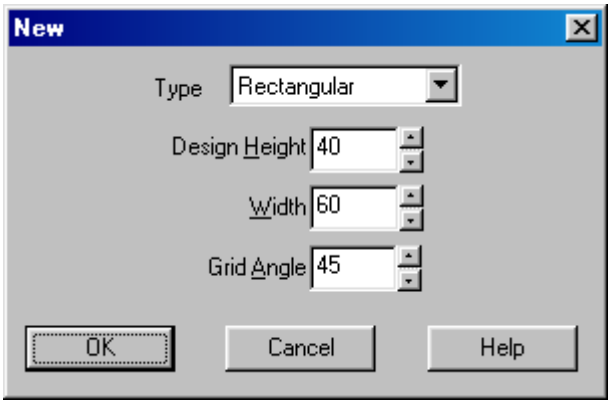
When colours are deleted, the used colours may be temporarily inaccurate. Easy Lace will automatically update these values when the program is idle.

When using monitors with 16 or less colours Windows will reserve the colours for it's own use. So to preserve compatibility with Windows, the colours may be produced by using mixtures of two or more colours. This also results in the stitches currently drawn not being changed immediately that the colour is changed, but when the design is next drawn. This can be achieved by selecting **Redraw** in the **View** menu. On monitors having a greater range of colours this should not happen.

File Menu

New

To create a new design select ***New*** in the ***File*** menu, a dialog will appear. Select the ***Grid Type*** from the drop down list, choose from ***Rectangular***, ***Pointed Bookmark***, ***6 Section Hexagon***, ***Circular***, ***Ellipse*** and ***Corner*** grids. Set the ***Design Height***, ***Width*** (height and width is not required for circular, elliptical or corner grids and width is not required for hexagonal grids) and ***Grid Angle***.



New Dialog

If ***Circular Grid*** is selected a second dialog is given after ***OK*** is pressed. Enter the values for ***Inner Radius*** and ***Outer Radius*** by using the given spin buttons and set the number the pins should be a multiple of.

If ***Ellipse Grid*** is selected a second dialog is given after ***OK*** is pressed. Enter the values for ***Height***, ***Width*** and ***Number of Pins across Radius*** by using the given spin buttons and set the number the pins should be a multiple of.

If ***Corner Grid*** is selected a second dialog is given after ***OK*** is pressed. Set the ***Height*** and ***Width of Lace*** values by using the given spin buttons. If the ***Grid Angle*** has been set to anything other than 45° then select either ***Continue Grid into Corner*** or ***Insert to Fill Corner*** radio button as required.

These values are remembered and given the next time a new design is created. A new design can also be created by pressing ***N***, this will give a rectangular grid of these values without going to the dialog.

Other options which are also given are ***OK***, to continue; ***Cancel***, to leave the option without creating a new design and ***Help***.

Creating a New Rectangular, Pointed Bookmark or 6 Section Hexagon Design

1. Select *New* from the *File* menu - a dialog is given.
2. Set the *Grid Type* to *Rectangular*, *Pointed Bookmark* or *6 Section Hexagon.*
3. Enter the required *Design Height* and *Width* in pins (*Height* only for *6 Section Hexagon* grids).
4. Enter the *Grid Angle*.
5. Select *OK*.

Or

1. Press *N*, this gives a rectangular grid the same size as the last one used.

Or

1. Select the *New* button from the toolbar, this gives a rectangular grid the same size as the last one used.

Creating a New Circular Design

1. Select *New* from the *File* menu - a dialog is given.
2. Set the *Grid Type* to *Circular.*
3. Enter the *Grid Angle*.
4. Select *OK* - a dialog is given.
5. Enter the required *Inner Radius* and *Outer Radius* in pins.
6. Set the number the pins should be a multiple of.
7. Select *OK*.

Creating a New Ellipse Design

1. Select *New* from the *File* menu - a dialog is given.
2. Set the *Grid Type* to *Elliptical.*
3. Enter the *Grid Angle*.
4. Select *OK* - a dialog is given.
5. Enter the required *Height* and *Width* in pins.
6. Enter the *Number of Pins Across Radius*.
7. Set the number the pins should be a multiple of.
8. Select *OK*.

Creating a New Corner Design

1. Select *New* from the *File* menu - a dialog is given.
2. Set the *Grid Type* to *Corner.*
3. Enter the *Grid Angle*.
4. Select *OK* - a dialog is given.
5. Enter the required *Height* and *Width of Lace* in pins.
6. Select either *Continue Grid into Corner* or *Insert to Fill Corner* radio button if Grid Angle is not 45°.
7. Select *OK*.

Open

To load an existing design from disk, select ***Open*** in the ***File*** menu or press ***L***. A list of existing designs on the disk will be given from which one can be selected.

Files created by using the earlier Torchon Lace program will load, it will accept files with a WXS extension.

More than one design file (WLC) can be opened, press and hold down the ***Ctrl*** key on the keyboard and select the required files as normal by using the mouse, then select ***Open*** and the files will be given on screen. To select a group of files, select the first file, press and hold down the ***Shift*** key on the keyboard then select the last file in the group.

Opening An Existing Easy Lace File

1. Select *Open* from the *File* menu - a dialog is given.
2. Select the required file from the list.
3. If the file is not in the list, then use the File Selector to locate the file (See Using The File Selector).

Or

1. Press *L* - a dialog is given.
2. Select the required file from the list.
3. If the file is not in the list, then use the File Selector to locate the file (See Using The File Selector).

Or

1. Select the *Open* button from the toolbar - a dialog is given.
2. Select the required file from the list.
3. If the file is not in the list, then use the File Selector to locate the file (See Using The File Selector).

Using The File Selector

1. Select *Files of Type* (*File Type* - Windows NT 3.51) by using the drop down list to specify what type of file is being used.
2. Select *Look in* (*Directory* - Windows NT 3.51) by using the drop down list to specify which drive the file is on.
3. Select the directory from the list, not all directories are necessarily listed (See Changing Directories).
4. Select the *Filename* from the given list or by typing the filename in the edit box for a new file.

Changing Directories

If your directory does not appear then select it in several steps. Each time a directory is selected its sub-directories will be listed.

For example if you wish to use the directory C:\EASYC\CATS

1. Select the C:\ directory.
2. Then the EASYC directory.
3. And finally the CATS directory.

Browse

This option allows a preview of files to be seen before they are selected. Select ***Browse*** in the ***File*** menu, a screen is given showing previews for files in the current folder. More files can be viewed by using the scroll bar or by selecting a new folder. By clicking on a preview and pressing ***Open***, the selected file will be opened.

The first time a preview of a design is drawn, a few moments can be taken due to the complexity of lace designs.

To change the folder, select the folder from the list on the left. Should the folder be within another folder click on the ***plus*** icon to show more folders.

More than one design file can be opened, press and hold down the ***Ctrl*** key on the keyboard and select the required files as normal by using the mouse, then select ***OK*** and the files will be given on screen. To select a group of files, select the first file, press and hold down the ***Shift*** key on the keyboard then select the last file in the group.

To print the selected designs, select ***Print*** from the ***Browse*** screen. The standard Windows Print dialog will be given asking for the number of copies. The files will be printed using the Print Settings within the file and all the pages of the files will be printed.

Browsing Design Files

1. Select *Browse* from the *File* menu - the *Browse* screen is given.
2. Click on the required file's preview.
3. Select *OK*.

Close

To close the current design, select ***Close*** in the ***File*** menu, this will close the design. If changes have been made then Easy Lace will allow the design to be saved.

Closing A Design

1. Select *Close* from the *File* menu.

Save

The option ***Save*** in the ***File*** menu allows the current design to be saved to disk. This will save the design under whichever filename it was last loaded or saved as. Should the design not have a name, then the file name will be requested as in the ***Save As*** option.

The option can also be selected by pressing the letter ***S.***

The design file is saved with the stitches, colours and names which have been used. Design files are saved with the extension WLC.

This option will not appear if the design has been embedded into another program, the ***Update*** option in the ***File*** menu will appear instead.

Saving A Design

1. Select *Save* from the *File* menu.
2. If the design has not been saved previously then a dialog is given (See Saving A Design Under A New Name Or Location).

Or

1. Press *S*.
2. If the design has not been saved previously then a dialog is given (See Saving A Design Under A New Name Or Location).

Or

1. Select the *Save* button from the toolbar - a dialog is given.
2. If the design has not been saved previously then a dialog is given (See Saving A Design Under A New Name Or Location).

Rules For Naming Files When Saving

Using Windows 95, the filename must not contain full stops (periods) or any of the following * ? : [ ] + = \ / ; ` < >

If the new filename is the same as an existing design, the information contained in the older file will be lost.

Save As

This option allows the current design to be saved to disk and will request the name of the file before saving the design. Other options which are also given are ***Save***, to continue; ***Cancel***, to leave the option without saving a design.

This option will not appear if the design has been embedded into another program, the ***Save Copy As*** option in the ***File*** menu will appear instead.

Saving A Design Under A New Name Or Location

1. Select *Save As* from the *File* menu - a dialog is given.
2. Type in the new *Filename*, or select the new location (See Changing Directories and Rules For Naming Files When Saving).
3. Select *OK*.

Save All

This option will save all the designs in memory. It will save the designs under whichever filenames they were last loaded or saved as. Should any designs not have a name, then the file name will be requested as in the ***Save As*** option.

Saving All Designs In Memory

1. Select *Save All* from the *File* menu.

Update

Update in the ***File*** menu will save any changes made to an embedded design, the name given in the ***File*** menu is the name and location of the embedded design.

This option will not appear unless a design has been embedded into another program.

Updating An Embedded Design

1. Select *Update* from the *File* menu.

Due to the way information is transferred between programs this option may be slower than normal saving and once finished it may take a few moments for the design to be updated in the second program.

Save Copy As

Save Copy As in the ***File*** menu will save any changes made to the current embedded design and will request the name of the file before saving the design.

This option will not appear unless a design has been embedded into another program.

Saving An Embedded Design Under A New Name Or Location

1. Select *Save Copy As* from the *File* menu.

Print

This option allows a design to be printed to any graphics printer supported under Windows and is selected by using ***Print*** in the ***File*** menu or pressing ***P***. Once the option has been selected the ***Print Settings*** dialog is given. As well as printing the current design, the ***Design Information***, ***Margins***, ***Font***, ***Key Layout*** and ***OLE Page*** can be altered.

Other options which are also given are ***OK***, to continue; ***Cancel***, to leave the option without printing and ***Help***.

After the required options have been chosen, the final dialog given is the Windows Print dialog, in which the number of copies and orientation of the page can be set.

Printing A Design

1. Select *Print* from the *File* menu - a dialog is given.
2. Select either *Design Only*, *Design and Key* or *Key Only* from the drop down list.
3. Select the given checkbox to have *Grid* printed.
4. To print the *Key and Design Information* on a separate page and the *Copyright By* on the chart, select the given checkboxes.
5. To add a *Blank Border Around the Design* select the checkbox and set the value required by using the spin buttons.
6. To print a selected area, select *Select Area* button - the design is given from which the area should be selected.
7. Select the *Gimp Style* by using the drop down list, if required.
8. Set the *Pin Spacing* or the *Width* of the printout to set the size..
9. Other options can be selected as required.
10. Select *OK* - the *Windows Print Dialog* is given in which the number of copies can be set.

Or

1. Press *P* and follow instructions No. 2 to No. 10.

Print Preview

Print Preview in the ***File*** menu allows you to see an approximation of how the printout should look when printed. To change the appearance of the printout use ***Print Settings*** in the ***File*** menu. Use the given buttons to ***Print***, see ***Next Page***, ***Prev Page*** or ***Two Pages***, ***Zoom In***, ***Zoom Out***, ***Settings*** or ***Close***.

The ***Print Preview*** may give erroneous effects which will not appear on the printout. This is due to the resolution of the monitor being lower than most printers.

Previewing A Printed Design

1. Select *Print Preview* from the File menu.

Or

1. Select the *Print Preview* button from the toolbar.

Print Settings

Print Settings in the ***File*** menu can be used for setting any of the print options, when this option is selected a dialog will be given.

Use the mouse to select whether the ***Design Only***, ***Design and Key*** or ***Key Only*** is printed from the drop down list. To have the ***Key and Information*** printed on a separate page, select the given checkbox. If this option is chosen then the ***Copyright on Chart*** from the ***Design Information*** option can appear on the chart by selecting the checkbox. This will be disabled unless the ***Key and Information on a Separate Page*** option is selected.

Select ***Print Using Stitch/Layer Display Settings*** will print the chart using the same colours as used for the display. If any layers or stitches have been coloured differently or turned off on the display then they will print in the same way.

Select ***Print Pins Only*** checkbox to print a pricking chart and ***Print Grid*** to print the grid. To add a ***Blank Border Around Design***, select the given button and then set the value required by using the spin button.

To print an area of the design click on the ***Select Area*** button. This will give the design and a cross-hair cursor, use this to select the required area. Press and hold down the ***LEFT*** mouse button at one corner of the area and then drag to the second corner and a box will be given around the area. Once this is done the program will return to the ***Print Settings*** dialog and the ***Print Selected Area Only*** button will have been selected.

Select **Print Annotations** checkbox to have the annotations added to the design printed. The printout can be centred on the page both ***Across*** and ***Down*** by selecting the required checkboxes. If tiling, the printout will be centred across all of the pages.

The ***Gimp Style*** can be set to different styles on the printout, select the required setting from the drop down list, the available settings are:

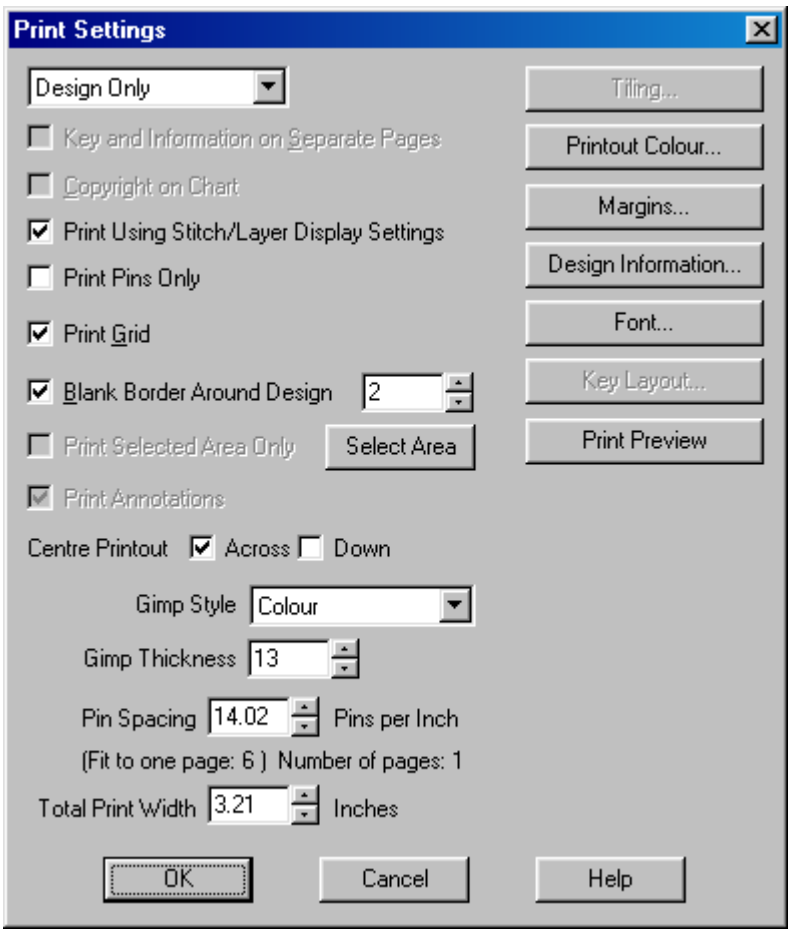
Black	Everything is solid black
Colour	Everything is solid in their own colours

The ***Gimp Thickness*** on the printout can be set by using the given spin button.

The ***Pin Spacing*** option allows the size of the printout to be set by using the spin button. Also given is the ability to change the ***Total Print Width*** of the printout to give a specific size.

Other options which are also given are ***OK***, to continue; ***Cancel***, to leave the option without printing and ***Help***.

Also given are other buttons which will give access to various different print options and are listed below.



Print Settings Dialog

Printing Design Only

1. Select *Print* or *Print Settings* from the *File* menu - a dialog is given.
2. Select *Design Only* from the given drop down list.
3. Select *OK*.

Printing A Pricking Chart

1. Select *Print* or *Print Settings* from the *File* menu - a dialog is given.
2. Select *Print Pins Only* checkbox.
3. Select *OK*.

Printing Key Only

1. Select *Print* or *Print Settings* from the *File* menu - a dialog is given.
2. Select *Key Only* from the given drop down list.
3. Select *OK*.

Centring The Grid On The Printout

1. Select *Print* or *Print Settings* from the *File* menu - a dialog is given.
2. Select *Centre Across* checkbox to centre the grid across the page.
3. Select *Centre Down* checkbox to centre the grid down the page.
4. Press *OK*.

Changing The Gimp Styles When Printing

1. Select *Print* or *Print Settings* from the *File* menu - a dialog is given.
2. Select the required gimp style from the drop down list.
3. Select *OK*.

Setting The Gimp Thickness On The Printout

1. Select *Print* or *Print Settings* from the *File* menu - a dialog is given.
2. Set the *Gimp Thickness* by using the spin button.
3. Select *OK*.

Tiling

This can be selected only when the design is tiled, and gives the ***Overlap***, ***Shading*** and ***Show Guide for Page Order*** on design pages options. The ***Overlap*** can be set by using the given spin button. The ***Shading*** can be set to ***None***, ***Light***, ***Medium*** or ***Heavy*** by using the drop down list. The colour of the shaded overlap can be set by clicking on the colour button, this will give the ***Define Colour*** dialog on which the required colour should be selected, press ***OK*** to return to the ***Tiling*** dialog. When the design is tiled then a ***Show Guide for Page Order*** can be printed onto each page showing how the pages fit together, by selecting the given button.

The default settings when tiling is an overlap of 2 with light shading and to have the page order guides.

Other options which are also given are ***OK***, to continue; ***Cancel***, to leave the option without making changes and ***Help***.

Setting The Tiling Information

1. Select *Print* or *Print Settings* from the *File* menu - a dialog is given.
2. Select *Tiling* button.
3. Set the *Overlap* to the required value by using the spin buttons.
4. Set the *Shading* to the required value from the drop down list.
5. Select the given checkbox to have the *Guide for Page Order* on design page.
6. Select *OK*.

Changing The Colour of The Overlap

1. Select *Print* or *Print Settings* from the *File* menu - a dialog is given.
2. Select *Tiling* button.
3. Set the Colour of the Overlap by clicking on the colour button - a dialog is given.
4. Select the required colour.
5. Select *OK*.
6. Select *OK*.

Printout Colour

This option allows the ***Print Colour*** and ***Font Colour*** to be changed. Select either ***Print*** or ***Font Colour*** button and 48 basic colours will be given from which a choice can be made. If another colour is required then select ***Define Custom Colors*** which allows a colour to be defined. *[See Define Colour options for details on defining a colour.]*

Some printers will match to the closest available colour, so the resulting colour on the printout may vary.

Other options which are also given are ***OK***, to continue; ***Cancel***, to leave the option without making changes and ***Help***.

Changing The Printout Colour

1. Select *Print* or *Print Settings* from the *File* menu - a dialog is given.
2. Select *Printout Colour* button.
3. Select either the *Print* or *Font Colour* buttons - a dialog is given.
4. Select one of the available colours or use *Define Custom Colors* to create your own.
5. Select *OK*.

Margins

This option allows ***Left***, ***Right***, ***Top*** and ***Bottom*** margins of the paper to be set for printing, thus preventing the chart being printed too close to the edge. Select the required value for the margins by using the spin buttons.

Other options which are also given are ***OK***, to continue; ***Cancel***, to leave the option without making changes and ***Help***.

Setting Print Margins

1. Select *Print* or *Print Settings* from the *File* menu - a dialog is given.
2. Select *Print Margins* button.
3. Set the *Left*, *Right*, *Top* and *Bottom* margins by using the spin buttons.
4. Select *OK*.

Design Information

This option allows information to be set that appears on the printout. Use the mouse to select the given buttons to have the ***Title*** appear ***Above the Grid*** and/or ***Above the Key***. Select the required edit boxes for ***Design Title***, ***Notes***, ***Design By*** and ***Copyright By***, then type in the information as required.

Design Default allows the default ***Designer***, ***Copyright*** and ***Notes*** to be set; once the button is selected a dialog is given. Type in the required text in the relevant edit box and then select ***OK***. These values will be used the next time a design is created. To have different values for one design type in the required information on the ***Design Information*** dialog, this will overwrite the default settings.

Other options which are also given are ***OK***, to continue; ***Cancel***, to leave the option without making changes and ***Help***.

Setting The Design Information

1. Select *Print* or *Print Settings* from the *File* menu - a dialog is given.
2. Select *Design Information* button.
3. Select the box for *Design Title*, *Notes*, *Design By* and *Copyright By*, then type in the required information.
4. Set the given buttons to have the *Title* appear *Above the Grid* and/or *Above the Key*.
5. Select *OK*.

Setting The Default Design Information

1. Select *Print* or *Print Settings* from the *File* menu - a dialog is given.
2. Select *Design Information* button.
3. Select *Default Design* button.
4. Select the box for *Design Title*, *Notes*, *Design By* and *Copyright By*, then type in the required information.
5. Select *OK*.

Font

This option allows the ***Font***, ***Font Style***, ***Size*** and ***Color*** of the key and information to be altered by using the appropriate scroll bars.

Other options which are also given are ***OK***, to continue; ***Cancel***, to leave the option without making changes and ***Help***.

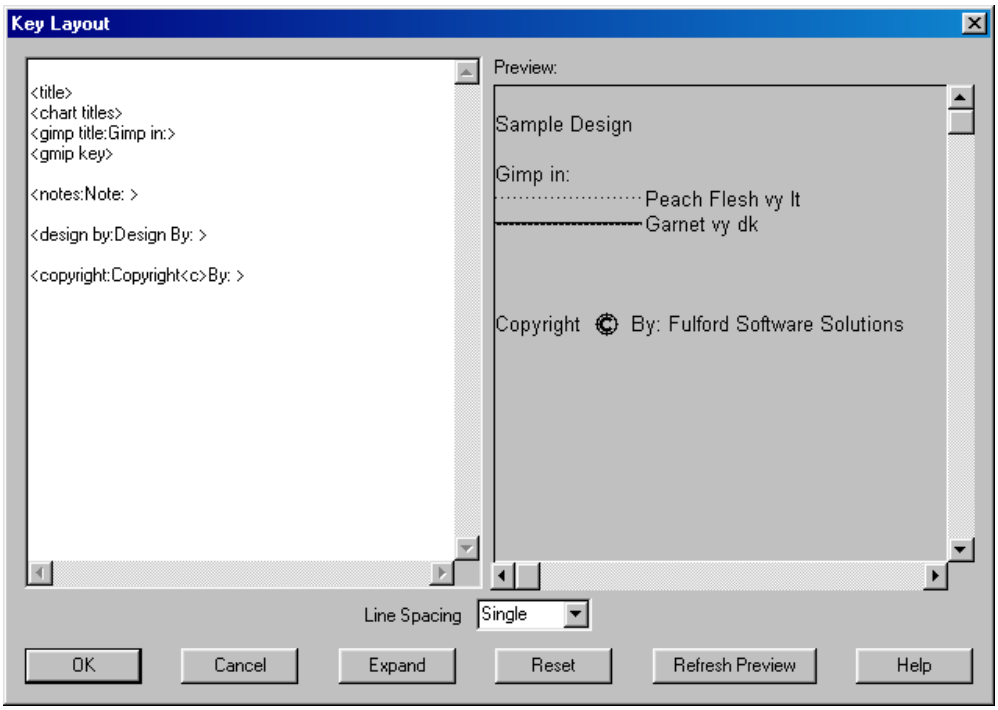
Setting The Printout Font

1. Select *Print* or *Print Settings* from the *File* menu - a dialog is given.
2. Select *Font* button - a dialog is given.
3. Select the required *Font*, *Font Style*, *Colour* and *Size* by using the scroll bars.
4. Select *OK*

Key Layout

This option will allow more detail to be added to the key, once the option is selected then a dialog is given. On the left the key description is given and on the right is the preview of the key. The key description lists ***Title***, ***Gimp Title*** and ***Gimp Key***, any of which can be altered by selecting the required one and typing the new information.

The Gimps Keys contain several lines and can be specified in terms of Gimp Key Line 1 etc. By moving the cursor into the required Key line and then selecting the ***Expand*** button, the program will expand the key to give all the lines. Extra lines can be added by pressing ***ENTER*** at the required spot.



Key Layout Dialog

The key layout can be reset to its original values by selecting the ***Reset*** button. The preview of the key will not update each time a change is made, to see the changes select the ***Refresh Preview*** button.

Other options which are also given are ***OK***, to continue; ***Cancel***, to leave the option without making changes and ***Help***.

Changing The Key Layout

1. Select *Print* or *Print Settings* from the *File* menu - a dialog is given.
2. Select *Key Layout* button - a dialog is given.
3. Make the required changes.
4. Select *Refresh Preview* to see the changes.
5. The *Expand* button will expand a key line when selected, the cursor needs to be over the line.
6. Select *OK*.

Print Preview

This option will save the current settings and go to the ***Print Preview*** display.

OLE Page

When an embedded design is on more than one page, this option will allow the required page to be selected for use in the other document. Once the option is selected, a dialog is given, use the spin button to select the required ***Page*** number. There is also a reminder of what is on each page.

Selecting OLE Page

1. Select *Print* or *Print Settings* from the *File* menu - a dialog is given.
2. Select *OLE Page* button - a dialog is given.
3. Set the *Page number* by using the spin number.
4. Select *OK*.

Print Setup

This option allows printer settings such as page size and orientation to be defined without needing to print a design.

Changing Which Printer Is Used Without Printing

1. Select *Print Setup* from the *File* menu - a dialog is given.
2. Use the drop down list to select the required printer from the given list.
3. Select *OK*.

Changing The Orientation Of The Page Without Printing

1. Select *Print Setup* from the *File* menu - a dialog is given.
2. Select the required orientation either *Portrait* or *Landscape* by using the given radio buttons.
3. Select *OK*.

Exit

Select the ***Exit*** option in the ***File*** menu or press the letter ***Q***, to leave the program. If any of the current designs have been changed since the last time they were saved, then a warning message will appear and you will be allowed to save the design if required.

Exiting The Program

1. To leave the program, select *Exit* from the *File* menu.

Most Recently Used Design File List

A list of the last five design files which have been used is given at the end of the ***File*** menu. Select the required file by clicking on it or pressing the relevant number.

Selecting A File From The Recently Used File List

1. Select the *File* menu, then the required file from the list given at the bottom of the menu.

Or

1. Select the *File* menu, then press the number corresponding to the required file.

Edit Menu

Copy

To copy a section of the design, select the option ***Copy*** in the ***Edit*** menu and a cross-hair cursor will be given. Press and hold down the ***LEFT*** mouse button at one corner of the area, then drag to the second corner and release, a box will be given showing the area. Once the new position has been selected, press the ***LEFT*** mouse button again and the area will be copied. The area can be copied several times by repeatedly selecting new positions.

The area may also be rotated, reflected and scaled whilst being copied. Should you wish to do this, press the following keys after selecting the area to be copied:

T ***To rotate the area anti-clockwise by 90 degrees***
R ***To mirror the area***
J ***To flip the area***
Ctrl T ***To transform the area***

The option will continue until the ***RIGHT*** mouse button is pressed.

This option can also be used without selecting the menu option by moving the mouse to the first corner of the area to be copied and pressing the letter ***C***.

Copying An Area Of Design

1. Select *Copy* from the *Edit* menu - a cross-hair cursor is given.
2. Move the cross-hair to one corner of the area to be copied, press and hold down the *LEFT* mouse button whilst dragging to the second corner - a box is given.
3. Release the button when the box is the correct size.
4. Move the area to where you wish it to be copied and press the *LEFT* mouse button.
5. To place another copy repeat No. 4.
6. To finish the option, press the *RIGHT* mouse button.

Or

1. Move the cursor to one corner of the area to be copied and press *C* - a box is given.
2. Set the size of the box by moving the mouse.
3. Press the *LEFT* mouse button.
4. Move the area to where you wish it to be copied and press the *LEFT* mouse button.
5. To place another copy repeat No. 4.
6. To finish the option, press the *RIGHT* mouse button.

Or

1. Select the *Copy* button from the toolbar - a cross-hair is given.
2. Move cross-hair to one corner of the area to be copied, press and hold down the *LEFT* mouse button whilst dragging to the second corner - a box is given.
3. Release the button when the box is the correct size.
4. Move the area to where you wish it to be copied and press the *LEFT* mouse button.
5. To place another copy repeat No. 4.
6. To finish the option, press the *RIGHT* mouse button.

User Definable Outline Shape

This option will allow a precise area to be copied. Select the ***Copy*** option in the ***Edit*** menu and after the cross-hair appears, press ***Y***. Move the cursor to the starting point of the required area and press the ***LEFT*** mouse button. Follow the outline of the shape, pressing the ***LEFT*** mouse button at every corner. Once the shape is finished, press the ***RIGHT*** mouse button and the area can be copied.

Copying An Area Of Design By Using The User Defined Outline

1. Select *Copy* from the *Edit* menu - a cross-hair cursor is given.
2. Press *Y*, move the cross-hair to the starting point of the area to be copied and press the *LEFT* mouse button.
3. Follow the outline of the shape, pressing the *LEFT* mouse button at every corner.
4. When the shape is finished press the *RIGHT* mouse button.
5. Move the area to where you wish it to be copied and press the *LEFT* mouse button.
6. To place another copy repeat No. 5.
7. To finish the option, press the *RIGHT* mouse button.

Move

This option works in the same way as ***Copy***, but will remove the original area when it is copied. Also the area can only be moved once and then the option finishes, so it must be reselected to move a second area.

To finish the option at any point press the ***RIGHT*** mouse button.

This option can also be used without selecting the menu option by moving the mouse to the first corner of the area to be moved and pressing the letter ***M***.

Moving An Area Of Design

1. Select *Move* from the *Edit* menu - a cross-hair cursor is given.
2. Move the cross-hair to one corner of the area to be moved, press and hold down the *LEFT* mouse button whilst dragging to the second corner - a box is given.
3. Release the button when the box is the correct size.
4. Move the area to where you wish it to be moved and press the *LEFT* mouse button.

Or

1. Move the cursor to one corner of the area to be copied and press *M* - a box is given.
2. Set the size of the box by moving the mouse.
3. Press the *LEFT* mouse button.
4. Move the area to where you wish it to be moved and press the *LEFT* mouse button.

Or

1. Select the *Move* button from the toolbar - a cross-hair cursor is given.
2. Move the cross-hair to one corner of the area to be moved, press and hold down the *LEFT* mouse button whilst dragging to the second corner - a box is given.
3. Release the button when the box is the correct size.
4. Move the area to where you wish it to be moved and press the *LEFT* mouse button.

Moving An Area Of Design By Using The User Defined Outline

1. Select *Move* from the *Edit* menu - a cross-hair cursor is given.
2. Press *Y*, move cross-hair to the starting point of the area to be moved and press the *LEFT* mouse button.
3. Follow the outline of the shape, pressing the *LEFT* mouse button at every corner.
4. When the shape is finished press the *RIGHT* mouse button.
5. Move the area to where you wish it to be moved and press the *LEFT* mouse button.

Cut

The ***Cut*** option allows an area to removed from the design and placed into the Windows Clipboard. This option works in the same way as ***Move***, but without placing the area in a new position.

To finish the option at any point press the ***RIGHT*** mouse button.

Cutting An Area Of Design And Adding It To The Windows Clipboard

1. Select *Cut* from the *Edit* menu - a cross-hair cursor is given.
2. Move the cross-hair to one corner of the area to be cut, press and hold down the *LEFT* mouse button whilst dragging to the second corner - a box is given.
3. Release the button when the box is the correct size.

Or

1. Move the cursor to one corner of the area to be copied and press *Ctrl X* - a cross-hair is given.
2. Move the cross-hair to one corner of the area to be cut, press and hold down the *LEFT* mouse button whilst dragging to the second corner - a box is given.
3. Release the button when the box is the correct size.

Or

1. Select the *Cut* button from the toolbar - a cross-hair is given.
2. Move the cross-hair to one corner of the area to be cut, press and hold down the *LEFT* mouse button whilst dragging to the second corner - a box is given.
3. Release the button when the box is the correct size.

Paste

When this option is selected, the contents of the Windows Clipboard will be copied into the current design. Position the area to be pasted by using the mouse. Once this has been done, press the ***LEFT*** mouse button to paste the area.

The area may also be rotated, reflected and scaled before it is pasted, this is done by pressing the following keys:

T	***To rotate the area anti-clockwise by 90 degrees***
R	***To mirror the area***
J	***To flip the area***
Ctrl T	***To transform the area***

To finish the option at any point, press the ***RIGHT*** mouse button.

Different programs store information in the Windows Clipboard in different formats, some of which will not be able to be pasted into Easy Lace.

Pasting The Contents Of The Windows Clipboard Into A Design

1. Select *Paste* from the *Edit* menu - a box is given.
2. Place the area at the required position and press the *LEFT* mouse button.

Or

1. Press *Ctrl V* - a box is given.
2. Place the area at the required position and press the *LEFT* mouse button.

Or

1. Select the *Paste* button from the toolbar - a box is given.
2. Place the area at the required position and press the *LEFT* mouse button.

Flip

When placing areas in the ***Copy***, ***Move***, ***Cut***, ***Paste*** and ***Draw Motif*** options, they can be reflected vertically by selecting ***Flip*** in the ***Edit*** menu.

Reflecting An Area Of Design Vertically When Placing

1. After selecting the area by using one of the following options *Copy*, *Move*, *Cut*, *Paste* and *Draw Motif*.
2. Select *Flip* from the *Edit* menu.
3. Move the area to where you wish it to be placed and press the *LEFT* mouse button.

Or

1. After selecting the area by using the one of the following options *Copy*, *Move*, *Cut*, *Paste* and *Draw Motif*.
2. Press *J*, move the area to where you wish it to be placed and press the *LEFT* mouse button.

Mirror

When placing areas in the ***Copy***, ***Move***, ***Cut***, ***Paste*** and ***Draw Motif*** options, they can be reflected horizontally by selecting ***Mirror*** in the ***Edit*** menu.

Reflecting An Area Of Design Horizontally When Placing

1. After selecting the area by using one of the following options *Copy*, *Move*, *Cut*, *Paste* and *Draw Motif*.
2. Select *Mirror* from the *Edit* menu.
3. Move the area to where you wish it to be placed and press the *LEFT* mouse button.

Or

1. After selecting the area by using the one of the following options *Copy*, *Move*, *Cut*, *Paste* and *Draw Motif*.
2. Press *R*, move the area to where you wish it to be placed and press the *LEFT* mouse button.

Rotate 90 Degrees

When placing areas in the ***Copy***, ***Move***, ***Cut***, ***Paste*** and ***Draw Motif*** options, they can be rotated by 90° by selecting ***Rotate 90 Degrees*** in the ***Edit*** menu.

Rotating An Area Of Design When Placing

1. After selecting the area by using one of the following options *Copy*, *Move*, *Cut*, *Paste* and *Draw Motif*.
2. Select *Rotate 90 Degrees* from the *Edit* menu.
3. Move the area to where you wish it to be placed and press the *LEFT* mouse button.

Or

1. After selecting the area by using the one of the following options *Copy*, *Move*, *Cut*, *Paste* and *Draw Motif*.
2. Press *T*, move the area to where you wish it to be placed and press the *LEFT* mouse button.

Corner

When placing areas in the ***Copy***, ***Move*** and ***Paste*** options, they can be reflected about a 45 degree line by selecting ***Corner*** in the ***Edit*** menu or by pressing ***Ctrl + R***. This option can be used to create a corner in a design.

Reflecting an Area Across a 45 Degree Line

1. Select an area to place using an option such as *Copy* or *Move*.
2. Press the *Ctrl* + *C* keys on the keyboard or select the *Corner* option from the *Edit* menu - the area will be reflected.

Transform

When placing areas in the ***Copy***, ***Move***, ***Cut***, ***Paste*** and ***Draw Motif*** options, they can be rotated by any angle and/or scaled by selecting ***Transform*** in the ***Edit*** menu. Once this option has been selected then a cross-hair is given, use this to set the bottom left and then the bottom right of the area. When the area is in the required position, press the ***LEFT*** mouse button to place it.

This option can also be used without selecting the menu option by pressing the letter ***Ctrl T***.

When transforming the area will not be shown until it is placed.

Transforming An Area Of Design When Placing

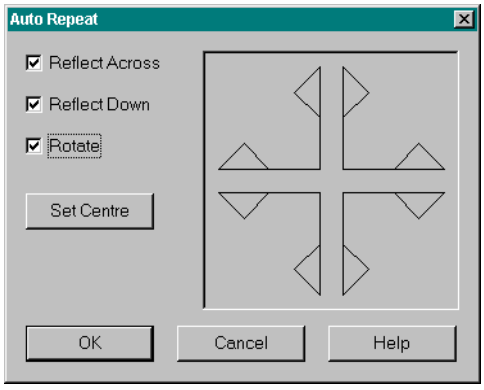
1. After selecting the area by using one of the following options *Copy*, *Move*, *Cut*, *Paste* and *Draw Motif*.
2. Select *Transform* from the *Edit* menu - a cross-hair cursor is given.
3. Move the cross-hair to the bottom left of the new position, press and hold down the *LEFT* mouse button whilst dragging to the bottom right - a box is given.
4. Release the button when the box is the correct size.

Or

1. After selecting the area by using one of the following options *Copy*, *Move*, *Cut*, *Paste* and *Draw Motif*.
2. Press *Ctrl T* - a cross-hair is given.
3. Move the cross-hair to the bottom left of the new position, press and hold down the *LEFT* mouse button whilst dragging to the bottom right - a box is given.
4. Release the button when the box is the correct size.

Auto Repeat

Auto Repeat in the ***Edit*** menu will allow edits to be automatically repeated by reflecting across, down or rotating. Which means that symmetrical designs can be more quickly and easily created. When the option is selected a dialog is given, on which to control how the area is repeated. Select the given checkboxes to have ***Reflect Across***, ***Reflect Down*** or ***Rotate*** used when repeating areas. The display shows which repeats will be done and it will be updated as the checkboxes are selected.



Auto Repeat Dialog

Selecting ***Rotate*** and either ***Reflect Across*** or ***Down*** will cause all eight copies to be updated so the remaining reflection is not required.

Select the ***Set Centre*** button; this will cause the dialog to disappear and a cross-hair will be given. Use the cross-hair to select the centre of the area by clicking the ***LEFT*** mouse button; it can be placed on either the intersections of the grid or the centre of the squares. Red lines will be given on the grid which indicates where the edits will be reflected and the curved arrow will be given if they will be rotated. Now the edits can be made and they will be automatically repeated as per the options selected.

This option works with edits such as spraying, drawing lines and other shapes, cut, copy, paste and placing motifs etc.

To change which repeats are made or change the centre, then reselect the ***Auto Repeat*** option and select the required settings. Select ***OK*** to accept the changes or reposition the centre; to stop the *Auto Repeat* option make sure the checkboxes are not selected.

Repeating Edits Automatically In Another Area

1. Select *Auto Repeat* from the *Edit* menu - a dialog is given.
2. Select *Reflect Across*, *Reflect Down* or *Rotate* checkbox as required, a combination of the three can be selected.
3. Select *Set Centre* - a cross-hair cursor is given.
4. Move the cross-hair to where the centre of the area should be.
5. Red lines on the grid show where the edits will be reflected, a curved arrow will be given if they will be rotated.
6. Now the edits can be made and they will be repeated automatically.

Changing The Settings Of The Automatic Repeating Of The Edits

1. Select *Auto Repeat* from the *Edit* menu - a dialog is given.
2. Select the new settings (*Reflect Across*, *Reflect Down* or *Rotate*).
3. Select *OK*.

Removing The Automatic Repeating Of The Edits

1. Select *Auto Repeat* from the *Edit* menu - a dialog is given.
2. Make sure that none of the checkboxes are selected.
3. Select *OK* - the red lines and/or arrow will disappear.

Change Gimp Section

This allows the colour of a gimp section within the design to be changed to another colour. Once the option has been selected, a cross-hair cursor will be given. Select the new colour from the palette, move the cross-hair over the end of the gimp to be changed and press the ***LEFT*** mouse button.

When the ***Verify Gimp Edits*** *[see Options in the Tools menu for selecting Verify Gimp Edits]* is on, after pressing the ***LEFT*** button a flashing line will appear, this shows which gimp section will be changed. When more than one line emerges from the point, by pressing the ***RIGHT*** button, the other lines will flash in turn. Once the required line is flashing, press the ***LEFT*** button to change the colour.

The option will continue until the ***RIGHT*** mouse button is pressed.

Changing Colour Of A Gimp Section

1. Select *Change Gimp Section* from the *Edit* menu - a cross-hair cursor is given.
2. Select the new colour from the palette.
3. Move the cross-hair over the end of the gimp to be changed.
4. Press the *LEFT* mouse button.
5. If the *Verify Gimp Edits* is on a flashing line is given.
6. If this is the correct line to be changed then press the *LEFT* mouse button.
7. If not, then press the *RIGHT* mouse button until the correct one is flashing and press the left mouse button.
8. Press the *RIGHT* mouse button to leave the option.

Delete Gimp Section

This option allows an entire gimp section to be deleted from the design. Once the option has been selected, a cross-hair cursor will be given. Move the cross-hair over the end of the gimp section to be deleted and press the ***LEFT*** mouse button.

When the ***Verify Gimp Edits*** *[see Options in the Tools menu for selecting Verify Gimp Edits]* is on, after pressing the ***LEFT*** button a flashing line will appear. This is to show which gimp section will be deleted. When more than one line emerges from the point, by pressing the ***RIGHT*** button, the other lines will flash in turn. Once the required line is flashing, press the ***LEFT*** button to delete the section.

The option will continue until the ***RIGHT*** mouse button is pressed.

Deleting Of A Gimp Section

1. Select *Delete Gimp Section* from the *Edit* menu - a cross-hair cursor is given.
2. Move the cross-hair over the end of the gimp to be deleted.
3. Press the *LEFT* mouse button.
4. If the *Verify Gimp Edits* is on a flashing line is given.
5. If this is the correct line to be deleted then press the *LEFT* mouse button.
6. If not, then press the *RIGHT* mouse button until the correct one is flashing and press the left mouse button.
7. Press the *RIGHT* mouse button to leave the option.

Draw Menu

Draw Shape

Poly Line

The ***Poly Line*** option allows lines to be drawn in the design; when it is selected a cross-hair cursor will be given. Move the cross-hair to the start of the required line and press the ***LEFT*** mouse button. A line will be shown which can be positioned by moving the mouse. Once the line is in the required position, press the ***LEFT*** mouse button again and the line will be drawn. Continuous lines can be drawn by repeatedly moving to the end of each line and pressing the ***LEFT*** mouse button.

To finish drawing a section of lines press the ***RIGHT*** mouse button, which will allow a new section to be started. Pressing the ***RIGHT*** mouse button a second time, will end the option.

This option will work in pins, cloth stitch or gimps only.

Adding Lines To A Design

1. Select *Draw Shape* from the *Draw* menu - a sub-menu is given.
2. Select *Poly Line* - a cross-hair cursor is given.
3. Move the cross-hair to one end of the required line.
4. Press the *LEFT* mouse button - a line is given.
5. Position the line by using the mouse.
6. Press the *LEFT* mouse button.
7. To place another line repeat Nos. 5 & 6.
8. To finish a section, press the *RIGHT* mouse button.
9. To finish the option, press the *RIGHT* mouse button.
10. The line will be drawn in the current colour and stitch type.

Square

The ***Square*** option allows squares to be drawn in the design using pins, cloth stitch or gimps. First select the required stitch type, then the option and a cross-hair will be given. Move the cross-hair to one corner of the required square and press and hold the ***LEFT*** mouse button. A square will be shown which can be sized by moving the mouse. Once the square is the required size, release the ***LEFT*** mouse button and the square will be drawn. The option will continue until the ***RIGHT*** mouse button is pressed.

This option will work in pins, cloth stitch or gimps only.

Adding A Square To A Design

1. Select *Draw Shape* from the *Draw* menu - a sub-menu is given.
2. Select *Square* - a cross-hair cursor is given.
3. Move the cross-hair to one corner of the required square.
4. Press and hold the *LEFT* mouse button - a square is given.
5. Size the square by dragging the mouse.
6. Release the button when the square is the correct size.
7. To finish the option, press the *RIGHT* mouse button.
8. The square will be drawn in the current stitch type and current colour if using gimps.

Rectangle

The ***Rectangle*** option allows rectangles to be drawn in the design, using pins, cloth stitch or gimps. First select the required stitch type, then the option and a cross-hair will be given. Move the cross-hair to one corner of the required rectangle and press and hold the ***LEFT*** mouse button. A rectangle will be shown which can be sized by moving the mouse. Once the rectangle is the required size, release the ***LEFT*** mouse button and the rectangle will be drawn. The option will continue until the ***RIGHT*** mouse button is pressed.

This option will work in pins, cloth stitch or gimps only.

Adding A Rectangle To A Design

1. Select *Draw Shape* from the *Draw* menu - a sub-menu is given.
2. Select *Rectangle* - a cross-hair cursor is given.
3. Move the cross-hair to one corner of the required rectangle.
4. Press and hold the *LEFT* mouse button - a rectangle is given.
5. Size the rectangle by dragging the mouse.
6. Release the button when the rectangle is the correct size.
7. To finish the option, press the *RIGHT* mouse button.
8. The rectangle will be drawn in the current stitch type and current colour if using gimps.

Diamond

The ***Diamond*** option allows diamonds to be drawn in the design, using pins, cloth stitch or gimps. First select the required stitch type, then the option and a cross-hair will be given. Move the cross-hair to one corner of the required diamond and press and hold the ***LEFT*** mouse button. A diamond will be shown which can be sized by moving the mouse. Once the diamond is the required size, release the ***LEFT*** mouse button and the diamond will be drawn. The option will continue until the ***RIGHT*** mouse button is pressed.

This option will work in pins, cloth stitch or gimps only.

Adding A Diamond To A Design

1. Select *Draw Shape* from the *Draw* menu - a sub-menu is given.
2. Select *Diamond* - a cross-hair cursor is given.
3. Move the cross-hair to one corner of the required diamond.
4. Press and hold the *LEFT* mouse button - a diamond is given.
5. Size the diamond by dragging the mouse.
6. Release the button when the diamond is the correct size.
7. To finish the option, press the *RIGHT* mouse button.
8. The diamond will be drawn in the current stitch type and current colour if using gimps.

Circle

The ***Circle*** option allows circles to be drawn in the design using pins, cloth stitch or gimps. First select the required stitch type, then the option and a cross-hair will be given. Move the cross-hair to the centre of the required circle and press and hold the ***LEFT*** mouse button. A circle will be shown which can be sized by moving the mouse. Once the circle is the required size, release the ***LEFT*** mouse button and the circle will be drawn. The option will continue until the ***RIGHT*** mouse button is pressed.

This option will work in pins, cloth stitch or gimps only.

Adding A Circle To A Design

1. Select *Draw Shape* from the *Draw* menu - a sub-menu is given.
2. Select *Circle* - a cross-hair cursor is given.
3. Move the cross-hair to the centre of the required circle.
4. Press and hold the *LEFT* mouse button - a circle is given.
5. Size the circle by dragging the mouse.
6. Release the button when the circle is the correct size.
7. To finish the option, press the *RIGHT* mouse button.
8. The circle will be drawn in the current stitch type and current colour if using gimps.

Ellipse

The ***Ellipse*** option allows ellipse to be drawn in the design using pins, cloth stitch or gimps. First select the required stitch type, then the option and a cross-hair will be given. Move the cross-hair to one corner of a box for which the ellipse is to be fitted to and press and hold the ***LEFT*** mouse button. An ellipse will be shown which can be sized by moving the mouse. Once the ellipse is the required size, release the ***LEFT*** mouse button and the ellipse will be drawn. The option will continue until the ***RIGHT*** mouse button is pressed.

This option will work in pins, cloth stitch or gimps only.

Adding An Ellipse To A Design

1. Select *Draw Shape* from the *Draw* menu - a sub-menu is given.
2. Select *Ellipse* - a cross-hair cursor is given.
3. Move the cross-hair to one corner of the required ellipse.
4. Press and hold the *LEFT* mouse button - an ellipse is given.
5. Size the ellipse by dragging the mouse.
6. Release the button when the ellipse is the correct size.
7. To finish the option, press the *RIGHT* mouse button.
8. The ellipse will be drawn in the current stitch type and current colour if using gimps.

Arc

The ***Arc*** option allows arcs to be drawn in the design using pins, cloth stitch or gimps. First select the required stitch type, then the option and a cross-hair will be given. Move the cross-hair to the start of the arc to be drawn and press and hold the **LEFT** mouse button. A line will be shown and the end of the arc can be positioned by moving the mouse and releasing the **LEFT** mouse button. An arc will then be shown which can be sized and then fixed by pressing the **LEFT** mouse button a second time. The option will continue until the ***RIGHT*** mouse button is pressed.

This option will work in pins, cloth stitch or gimps only.

Adding An Arc To A Design

1. Select *Draw Shape* from the *Draw* menu - a sub-menu is given.
2. Select *Arc* - a cross-hair cursor is given.
3. Move the cross-hair to the start of the required arc.
4. Press and hold the *LEFT* mouse button - a line is given.
5. Size the end of the arc by dragging the mouse.
6. Release the button when the line is the correct size - an arc is given.
7. Size the arc by dragging the mouse.
8. Press the *LEFT* mouse button.
9. To finish the option, press the *RIGHT* mouse button.
10. The arc will be drawn in the current stitch type and current colour if using gimps.

Triangle

The ***Triangle*** option allows equilateral triangles to be drawn in the design using pins, cloth stitch or gimps. First select the required stitch type, then the option and a cross-hair will be given. Move the cross-hair to one corner of the required triangle to be drawn and press and hold the **LEFT** mouse button. A triangle will be shown which can be sized by moving the mouse. Once the triangle is the required size, release the ***LEFT*** mouse button and the triangle will be drawn. The option will continue until the ***RIGHT*** mouse button is pressed.

This option will work in pins, cloth stitch or gimps only.

Adding A Triangle To A Design

1. Select *Draw Shape* from the *Draw* menu - a sub-menu is given.
2. Select *Triangle* - a cross-hair cursor is given.
3. Move the cross-hair to one corner of the required triangle.
4. Press and hold the *LEFT* mouse button - a triangle is given.
5. Size the triangle by dragging the mouse.
6. Release the button when the triangle is the correct size.
7. To finish the option, press the *RIGHT* mouse button.
8. The triangle will be drawn in the current stitch type and current colour if using gimps.

Angled Square

The ***Angled Square*** option allows angled squares to be drawn in the design using pins, cloth stitch or gimps. First select the required stitch type, then the option and a cross-hair will be given. Move the cross-hair to one corner of the required angled square to be drawn and press and hold the **LEFT** mouse button. An angled square will be shown which can be sized by moving the mouse. Once the angled square is the required size, release the ***LEFT*** mouse button and the angled square will be drawn. The option will continue until the ***RIGHT*** mouse button is pressed.

This option will work in pins, cloth stitch or gimps only.

Adding An Angled Square To A Design

1. Select *Draw Shape* from the *Draw* menu - a sub-menu is given.
2. Select *Angled Square* - a cross-hair cursor is given.
3. Move the cross-hair to one corner of the required angled square.
4. Press and hold the *LEFT* mouse button - an angled square is given.
5. Size the angled square by dragging the mouse.
6. Release the button when the angled square is the correct size.
7. To finish the option, press the *RIGHT* mouse button.
8. The angled square will be drawn in the current stitch type and current colour if using gimps.

Pentagon

The ***Pentagon*** option allows pentagons to be drawn in the design using pins, cloth stitch or gimps. First select the required stitch type, then the option and a cross-hair will be given. Move the cross-hair to one corner of the required pentagon to be drawn and press and hold the **LEFT** mouse button. A pentagon will be shown which can be sized by moving the mouse. Once the pentagon is the required size, release the ***LEFT*** mouse button and the pentagon will be drawn. The option will continue until the ***RIGHT*** mouse button is pressed.

This option will work in pins, cloth stitch or gimps only.

Adding A Pentagon To A Design

1. Select *Draw Shape* from the *Draw* menu - a sub-menu is given.
2. Select *Pentagon* - a cross-hair cursor is given.
3. Move the cross-hair to one corner of the required pentagon.
4. Press and hold the *LEFT* mouse button - a pentagon is given.
5. Size the pentagon by dragging the mouse.
6. Release the button when the pentagon is the correct size.
7. To finish the option, press the *RIGHT* mouse button.
8. The pentagon will be drawn in the current stitch type and current colour if using gimps.

Hexagon

The ***Hexagon*** option allows hexagons to be drawn in the design using pins, cloth stitch or gimps. First select the required stitch type, then the option and a cross-hair will be given. Move the cross-hair to one corner of the required hexagon to be drawn and press and hold the **LEFT** mouse button. A hexagon will be shown which can be sized by moving the mouse. Once the hexagon is the required size, release the ***LEFT*** mouse button and the hexagon will be drawn. The option will continue until the ***RIGHT*** mouse button is pressed.

This option will work in pins, cloth stitch or gimps only.

Adding A Hexagon To A Design

1. Select *Draw Shape* from the *Draw* menu - a sub-menu is given.
2. Select *Hexagon* - a cross-hair cursor is given.
3. Move the cross-hair to one corner of the required hexagon.
4. Press and hold the *LEFT* mouse button - a hexagon is given.
5. Size the hexagon by dragging the mouse.
6. Release the button when the hexagon is the correct size.
7. To finish the option, press the *RIGHT* mouse button.
8. The hexagon will be drawn in the current stitch type and current colour if using gimps.

Octagon

The ***Octagon*** option allows octagons to be drawn in the design, using pins, cloth stitch or gimps. First select the required stitch type, then the option and a cross-hair will be given. Move the cross-hair to one corner of the required octagon to be drawn and press and hold the **LEFT** mouse button. An octagon will be shown which can be sized by moving the mouse. Once the octagon is the required size, release the ***LEFT*** mouse button and the octagon will be drawn. The option will continue until the ***RIGHT*** mouse button is pressed.

This option will work in pins, cloth stitch or gimps only.

Adding An Octagon To A Design

1. Select *Draw Shape* from the *Draw* menu - a sub-menu is given.
2. Select *Octagon* - a cross-hair cursor is given.
3. Move the cross-hair to one corner of the required octagon.
4. Press and hold the *LEFT* mouse button - an octagon is given.
5. Size the octagon by dragging the mouse.
6. Release the button when the octagon is the correct size.
7. To finish the option, press the *RIGHT* mouse button.
8. The octagon will be drawn in the current stitch type and current colour if using gimps.

Star

The ***Star*** option allows five pointed stars to be drawn in the design using pins, cloth stitch or gimps. First select the required stitch type, then the option and a cross-hair will be given. Move the cross-hair to one corner of the required star to be drawn and press and hold the **LEFT** mouse button. A star will be shown which can be sized by moving the mouse. Once the star is the required size, release the ***LEFT*** mouse button and the star will be drawn. The option will continue until the ***RIGHT*** mouse button is pressed.

This option will work in pins, cloth stitch or gimps only.

Adding A Star To A Design

1. Select *Draw Shape* from the *Draw* menu - a sub-menu is given.
2. Select *Star* - a cross-hair cursor is given.
3. Move the cross-hair to one corner of the required star.
4. Press and hold the *LEFT* mouse button - a star is given.
5. Size the star by dragging the mouse.
6. Release the button when the star is the correct size.
7. To finish the option, press the *RIGHT* mouse button.
8. The star will be drawn in the current stitch type and current colour if using gimps.

Curve

The ***Curve*** option allows curves to be drawn in the design. A curve is specified by entering a series of points, then the program will draw a line which passes smoothly through the points. When the option is selected, move the cursor to where the curve should start and press the ***LEFT*** mouse button. A small filled square will be drawn to show the start of the curve, then move the cursor to the next point and press the ***LEFT*** mouse button. A small hollow square will be drawn showing the line the curve will follow. Continue until all the points have been placed then press the ***RIGHT*** mouse button to finish the option and the curve will be drawn.

By double clicking the LEFT mouse button on a small hollow square, it will change to a filled square that represents the start or end of a curve. By placing two consecutive filled in squares a line will be drawn, so a mixture of straight lines and curves can be used.

This option will work in pins, cloth stitch or gimps only.

Adding Curves To A Design

1. Select *Draw Shape* from the *Draw* menu - a sub-menu is given.
2. Select *Curves* - a cross-hair cursor is given.
3. Move the cross-hair to the start of the required line.
4. Press the *LEFT* mouse button - a small filled square is placed.
5. Move the cursor to the next point in the curve.
6. Press the *LEFT* mouse button - a small hollow square is placed.
7. Repeat Nos. 5 & 6 to extend the curve.
8. To finish the option, press the *RIGHT* mouse button.
9. The curve will be drawn in the current colour and stitch type.

Draw Filled Shape

This gives a menu containing the options ***Poly Line***, ***Square***, ***Rectangle***, ***Diamond***, ***Circle***, ***Ellipse***, ***Arc***, ***Triangle***, ***Angled Square***, ***Pentagon***, ***Hexagon***, ***Octagon***, ***Star*** and ***Curve***. *[See the relevant option in the sub-menu Draw Shape in the Draw Menu for more details on drawing the shape].* These shapes can be filled with ***Pins***, ***Rose Ground*** and ***Honeycomb***.

Adding Filled Shapes To A Design

1. Set the required ground type from the *Lace Stitch Toolbar*.
2. Select *Draw Filled Shape* from the *Draw* menu - a sub-menu is given.
3. Select the required shape - a cross-hair cursor is given.
4. Position the shape in the required position.
5. To finish the option, press the *RIGHT* mouse button.

Motif Menu

Draw

To use a motif from a library, select the ***Draw*** option from the ***Motif*** menu. This will give the Motif Browser showing all the motifs, use the scroll bar to view more. When the pointer moves over a motif, tooltips will appear giving the motif size and title. Set the ***Library*** and/or ***Category*** to view different libraries or categories. Once the required motif has been selected then select ***OK*** to place it in the design.

The motif will then be drawn, continue placing copies as required. Should you not require to see the actual area that is being placed then by pressing the ***Space Bar*** only the outline of the box is shown.

The area may also be rotated, reflected and scaled whilst being positioned by pressing the following keys:

T	To rotate the area anti-clockwise by 90 degrees
R	To mirror the area
J	To flip the area
Ctrl T	To transform the area
Ctrl M	To modify the colours in the area
Page Up	To enlarge the area
Page Down	To reduce the area

When enlarging/reducing an area, the scale is in integer amounts only.

To finish the option at any point, press the ***RIGHT*** mouse button.

The standard wildcard rules can be used to list all motifs containing specific words.

Typing ***Heart**** in the ***Title*** drop down list will give all motifs beginning with Heart.
Typing ****Heart*** in the ***Title*** drop down list will give all motifs ending with Heart.
Typing ****Heart**** in the ***Title*** drop down list will give all motifs which contain Heart.

Similarly these can be used within the ***Library*** or ***Category*** drop down lists to locate specific ones.

To print a series of thumbnails of selected motifs, alter the ***Library***, ***Category*** and ***Title*** to show the required motifs and select ***Print***, a dialog is given. The number of thumbnails printed on one page can be altered by using the ***Columns*** and ***Rows per page*** spin buttons, the number of pages to be used is given below. The font used on the printout can be altered by selecting the ***Font*** button and selecting the required font style. The ***Margins*** option allows the print margins to be altered and margins can be mirrored by selecting the ***Mirror Margins*** checkbox. Select the given checkbox to have either ***Print Library Name*** or ***Print Category Name*** as required. Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without printing any motif thumbnails and ***Help***.

Add To Motif Pad allows motifs to be added to the motif pad that sits to the right of the design, use ***Motif Pad*** in the ***View*** menu to have the pad visible. To place a motif from the pad into a design, select the required motif and move the cursor to the position in the design and press the ***LEFT*** mouse button.

When a motif is drawn it is automatically added to the ***Motif Pad***, if the ***Automatically Add Used Motifs*** is selected in the ***Motif Pad*** option from the ***View*** menu.

To use the selected motif to create a motif border, select the ***Shape*** button and then the required border shape. A cross-hair will be given, use this to place the shape the position of the motifs will be shown by boxes *[see Draw menu for further information on drawing shapes]*. In the case of circles and ellipses Easy Cross will try to make them as symmetrical as possible, but for small shapes though this will not always occur.

Selecting A Motif From The Motif Library

1. Select *Draw* from the *Motif* menu - the *Draw* dialog is given.
2. Set the *Library* and/or *Category* to the required values.
3. Select required motif.
4. Select *OK*.
5. Position the box by using the mouse.
6. Press the *LEFT* mouse button.
7. To place another copy repeat Nos. 4 and 5.
8. To finish the option, press the *RIGHT* mouse button.

Printing Motif Thumbnails

1. Select *Draw* from the *Motif* menu - the *Draw* dialog is given.
2. Alter the *Library*, *Category*, and *Title* settings to show the required motifs.
3. Select the *Print* button - the *Print Motif Thumbnails* is given.
4. Alter the *Columns per page* and *Rows per page* to give the number of motifs on each page.
5. Select *Print Library Name* with each motif if required.
6. Select *Print Category Name* with each motif if required.
7. Press the *Font* button to alter the font used to print the motif names.
8. Press the *Margins* button to alter the margins used on the printout.
9. Select *OK*.

Adding Motifs To The Motif Pad

1. Select *Draw* from the *Motif* menu - the *Draw* dialog is given.
2. Alter the *Library*, *Category*, and *Title* settings to show the required motifs.
3. Select the required motif.
4. Select the *Add To Motif Pad* button.
5. Repeat steps 2-4 as required.
6. Select *OK*.

Placing A Motif Selected From The Motif Pad

1. Move the cursor to the required motif and press the *LEFT* mouse button.
2. Move the cursor to the position on the design for the motif and press the *LEFT* mouse button.
3. To finish the option, press the *RIGHT* mouse button.

Creating A Motif Border

1. Select *Draw* from the *Motif* menu - the *Draw* dialog is given.
2. Set the *Library* and/or *Category* to the required values.
3. Select required motif.
4. Select *Shape* - a pop-up menu is given.
5. Select the required shape - a cross-hair is given.
6. Place the shape.
7. To finish the option, press the *RIGHT* mouse button.

Edit Motif Library

The ***Edit Motif Library*** option allows motifs to be added or deleted and to edit their name/location. When this option has been selected the Motif Browser dialog is given with the ***Add***, ***Add Folder***, ***Edit***, ***Edit All***, ***Delete*** and ***Delete All*** options.

To **Add** a motif, it needs to exist as a motif file (.WSY). First select ***Add*** and the name from the list of motif files from the ***Open*** dialog; the ***Add Motif to Library*** dialog is given, set the ***Library***, ***Category*** and ***Title*** as required and select ***OK***.

To add multiple motifs, select ***Add Folder*** and the required folder, set the required ***Library*** and ***Category*** and select ***OK***. The program will then scan the selected folder for motifs and add them to the library using the given ***Library*** and ***Category***. The title for the motif will be the same as the motif's filename.

To edit the ***Library***, ***Category*** and ***Title*** entries for a motif, select the required motif and then the ***Edit*** option, which will give a dialog where the changes can be made. When the required changes have been made by typing in the new details, select ***OK***. This can be used to change the location of a motif to a new or different library/category.

To edit multiple motifs, alter ***Library***, ***Category*** and ***Title*** to show the required motifs and select ***Edit All***. Enter the new ***Library*** and/or ***Category*** name as required and select ***OK***.

To delete a motif from the library, select the required motif and then the ***Delete*** option, confirmation will be requested before the motif is deleted to prevent accidental losses.

To delete multiple motifs, alter ***Library***, ***Category*** and ***Title*** to show the required motifs and select ***Delete All***, confirmation will be requested before the motifs are deleted to prevent accidental losses.

Other options that are given are ***Close***, to leave when finished making changes and ***Help***.

The option to enter any new motif into a library will be offered when saving a motif by using the ***Save Motif*** option from the ***Motif*** menu. Once the motif has been saved using the ***Save Motif*** option, the ***Add Motif to Library*** dialog is given with the motif filename given as the ***Title***.

Adding A Motif To The Motif Library

1. Select *Edit Motif Library* from the *Motif* menu - the *Edit Motif Library* dialog is given.
2. Select *Add* button - the *Open* dialog is given.
3. Select the required motif file - the *Add Motif To Library* dialog is given.
4. Type in the required information.
5. Select *OK*.
6. Select *Close* to return to the design.

Adding Multiple Motifs To A Library

1. Select *Edit Motif Library* from the *Motif* menu - the *Edit Motif Library* dialog is given.
2. Select the *Add Folder* button - the *Add Folder Of Motifs To Library* dialog is given.
3. Select the required folder.
4. Enter the *Library* name for the motifs by typing or using the drop down list.
5. Enter the *Category* name for the motifs by typing or using the drop down list.
6. Select *OK*.

Editing The Information About A Motif From The Motif Library

1. Select *Edit Motif Library* from the *Motif* menu - the *Edit Motif Library* dialog is given.
2. Select the required motif.
3. Select *Edit* button - the *Edit Motif* dialog is given.
4. Type in the new information as required.
5. Select *OK*.
6. Select *Close* to return to the design.

Editing The Information About Multiple Motifs From The Motif Library

1. Select *Edit Motif Library* from the *Motif* menu - the *Edit Motif Library* dialog is given.
2. Select the required motifs using the *Library*, *Category* and *Title* settings.
3. Select *Edit All* button - the *Edit Multiple Motifs* dialog is given.
4. Enter new *Library* name for the motifs by typing or using the drop down list as required.
5. Enter new *Category* name for the motifs by typing or using the drop down list as required.
6. Select *OK*.
7. Select *Close* to return to the design.

Deleting A Motif From The Motif Library

1. Select *Edit Motif Library* from the *Motif* menu - the *Edit Motif Library* dialog is given.
2. Select the required motif.
3. Select *Delete* button - the *Delete Motif* dialog is given.
4. Select *Yes*.
5. Select *Close* to return to the design.

Deleting Multiple Motifs From The Motif Library

1. Select *Edit Motif Library* from the *Motif* menu - the *Edit Motif Library* dialog is given.
2. Select the required motifs using the *Library*, *Category* and *Title* settings.
3. Select *Delete All* button - the *Delete Motif* dialog is given.
4. Select *Yes*.
5. Select *Close* to return to the design.

Save Motif

To save an area of the design as a motif, select ***Save Motif*** in the ***Motif*** menu, a cross-hair cursor will be given. Move the cross-hair to one corner of the area to be saved. Then press and hold down the ***LEFT*** mouse button and drag to the second corner. The name of the motif can be entered. Motif files are saved with the extension LSY. Another dialog is then given where the ***Library***, ***Category*** and ***Title*** information for the motif's entry in the library should be entered.

This option can also be used without selecting the menu option, by moving the mouse to the first corner of the area to be saved and pressing **B**.

To finish the option without saving the motif, press the ***RIGHT*** mouse button.

Saving A Motif

1. Select *Save Motif* from the *Motif* menu - a cross-hair cursor is given.
2. Press and hold down the *LEFT* mouse button whilst dragging to the second corner - a box is given.
3. Release the button when the box is the correct size - the *Save As* dialog is given.
4. Type in the Filename (See Rules For Naming Files When Saving).
5. Select *OK* - the *Add Motif to Library* dialog is given.
6. Enter the *Library*, *Category* and *Title* information as required.
7. Select *OK*.
8. To finish the option, press the *RIGHT* mouse button.

Or

1. Move the cursor to one corner of the area to be copied and press *B* - a box is given.
2. Set the size of the box by moving the mouse.
3. Press the *LEFT* mouse button - the *Save As* dialog is given.
4. Type in the Filename (See Rules For Naming Files When Saving).
5. Select *OK*.
6. Enter the *Library*, *Category* and *Title* information as required.
7. Select *OK*.
8. To finish the option, press the *RIGHT* mouse button.

Motif Border Settings

Motif Border Settings option in the ***Motif*** menu can be used to alter the spacing of the motifs when drawn in a shape using the ***Motif Border***. Set the ***Distance Between Motifs*** to the required value by using the given spin button.

The distance between motifs is not exact. Because the motifs will be drawn to fit the size of the shape drawn this may mean that the spacing has to be adjusted accordingly.

Other options that are given are ***OK***, to continue, ***Cancel***, to leave the option without changing the settings and ***Help***.

Altering The Spacing For Motifs When Drawn In A Border

1. Select *Motif Border Settings* in the *Motif* menu - the *Motif Border Settings* dialog is be given.
2. Alter the Distance Between Motifs to the required value by using the give spin button.
3. Select *OK*.

Palette Menu

Change Name

The ***Change Name*** option will allow the name given to a colour to be changed. Select the colour to be changed then ***Change Name*** from the ***Palette*** menu, a dialog is given. Enter the new name i.e. DMC 666 Christmas Red, DMC 666 or Christmas Red in the given edit box.

Other options which are also given are ***OK***, to continue; ***Cancel***, to leave the option without changing the name and ***Help***.

Changing a Colour Name

1. Select the colour to be renamed from the palette.
2. Select *Change Name* from the *Palette* menu - a dialog is given.
3. Enter the new name into the given edit box.
4. Select *OK*.

Remove Colour

The ***Remove Colour*** option in the ***Palette*** menu will allow a single colour to be removed from the palette, even if it is being used. Select the colour to be removed from the palette, then the option and the colour will be removed from the palette. If the colour is used in the design a warning is given.

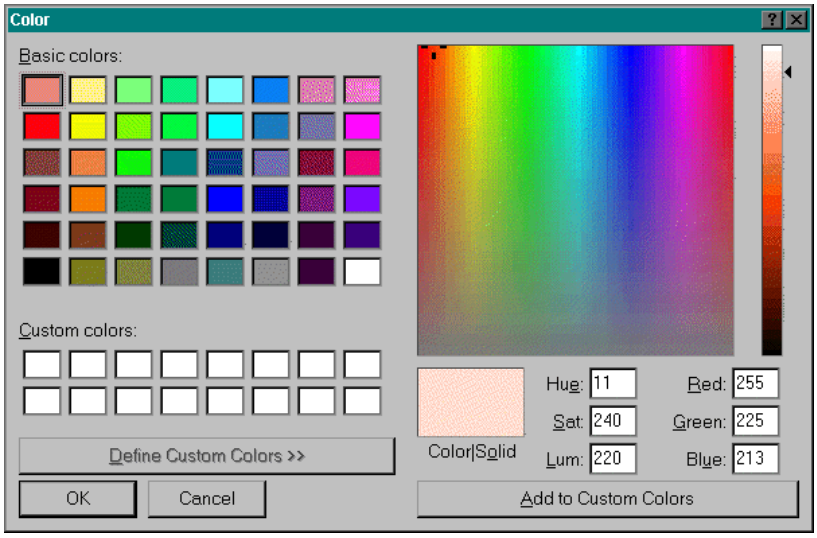
Removing A Colour From The Current Palette

1. Select the colour in the palette to be removed.
2. Select *Remove Colour* from the *Palette* menu.

Define Colour

The ***Define Colour*** option allows a colour from the palette to be defined to any colour or shade required. Select the colour to be defined from the palette and then select the option in the ***Palette*** menu or by pressing ***Ctrl D***.

When the option has been selected, the define colour screen is given. To the left are the basic colours which helps when you start to define a colour. Next to that are the ***Hue*** (colour) range and the ***Luminosity*** (intensity) range. Below that are the colour which is being defined and the ***Hue***, ***Saturation*** and ***Luminosity*** along with the ***Red***, ***Green*** and ***Blue*** values. The colour which is being defined appears dithered and as a solid colour, it will always appear dithered regardless of the type of monitor being used.



Define Colour Dialog

The position of the colour in the ***Hue*** and ***Luminosity*** range is marked by a cross. Each colour has a ***Hue***, ***Saturation*** and ***Luminosity*** value. These values can be typed in; select the required box by using the mouse. Once this has been done a cursor will appear inside the box and it's contents can be changed.

Colours can also be defined by moving the cross around the two ranges. The colour range gives the ***Hue*** values starting from left to right (0-239) and the ***Saturation*** values from top to bottom (0-240). The ***Saturation*** value is a measure of the strength, a higher value gives a stronger colour and a lower value gives paler colour. The ***Luminosity*** value is a measure of the brightness, the range is shown from top to bottom (0-240), a higher value gives a brighter colour and a lower value gives a darker colour.

The Custom Colours are supplied by Windows and not Easy Lace, so ignore these.

Once the colour has been defined, press ***OK*** to end the option. This will keep the new colour in the palette while the program is still running, but will be lost when the program has been quit, unless the palette is saved**.**

If the colour is changed by using this option, then the name will be cleared.

Defining A Colour

1. Select *Define Colour* from the *Palette* menu - a dialog is given.
2. Choose a colour which is approximately correct from the Basic Colours given.
3. Set the colours by any of the following methods.
4. Move the cross within the "rainbow" area of colour and the *Luminosity* arrow by using the mouse.
5. Set the *Hue*, *Saturation* and *Luminosity* numerical values by typing in the new values in the edit box.
6. Set the *Red*, *Green* and *Blue* values by typing in the new values in the edit box.
7. Select *OK*.

Or

1. Press *Ctrl D* - a dialog is given.
2. Choose a colour which is approximately correct from the Basic Colours given.
3. Set the colours by any of the following methods.
4. Move the cross within the "rainbow" area of colour and the *Luminosity* arrow by using the mouse.
5. Set the *Hue*, *Saturation* and *Luminosity* numerical values by typing in the new values in the edit box.
6. Set the *Red*, *Green* and *Blue* values by typing in the new values in the edit box.
7. Select *OK*.

Make Default

This option saves the current palette as lace.dpl and uses this as the default palette for new designs.

Making The Current Palette The Default Palette

1. Select *Make Default* from the *Palette* menu.

View Menu

Redraw

To redraw the current design, use the ***Redraw*** option in the ***View*** menu or by pressing ***W***.

Redrawing The Design

1. Select *Redraw* from the *View* menu.

Or

1. Press *W*.

Pan

This option allows you to move easily around the image, without changing the amount of grid displayed. If selected by using ***Pan*** in the ***View*** menu, then a cross-hair cursor will appear. Move this to the required centre of view and press the ***LEFT*** mouse button. The grid will be re-drawn with the selected position in the centre of the screen. This can be repeated to move across the entire design; the ***Pan*** option will work whilst carrying out other options.

Should the grid not re-display itself, or the selected position is not in the centre of the screen, then it means the limits of the grid have been reached and no more panning can be made in that direction. To finish the option press the ***RIGHT*** mouse button.

Panning can also be achieved by moving the cursor to the required centre of view and pressing ***A***.

Moving Around A Design

1. Select *Pan* from the *View* menu - a cross-hair cursor is given.
2. Move the cross-hair to the required centre of view.
3. Press the *LEFT* mouse button.
4. Press the *RIGHT* mouse button to leave the option.

Or

1. Move the cursor to the required centre of view and press *A*.

Zoom

The grid can be enlarged as required to make viewing easier by selecting the ***Zoom*** option in the ***View*** menu. A cross-hair cursor will appear, move this to one corner of the area to be enlarged. Then press and hold down the ***LEFT*** mouse button and drag to the second corner. When this has been done the grid will be redrawn to show this new area enlarged.

Alternatively the cursor can be moved to the first corner of the new area and the letter ***Z*** pressed.

To keep as much of the design on the screen as possible, the area shown may be slightly larger than selected to use up empty display space.

To finish the option press the ***RIGHT*** mouse button.

Zooming Into An Area Of Design

1. Select *Zoom* from the *View* menu - a cross-hair cursor is given.
2. Move the cross-hair to one corner of the area to be enlarged, press and drag the *LEFT* mouse button - a box is given.
3. Release the button when the box is the correct size.

Or

1. Move the cursor to the required position on the design and press *Z* - a box is given.
2. Set the size of the box by moving the mouse.
3. Press the *LEFT* mouse button.

Or

1. Select the *Zoom* button from the toolbar - a cross-hair is given.
2. Move the cross-hair to one corner of the area to be enlarged, press and drag the *LEFT* mouse button - a box is given.
3. Release the button when the box is the correct size.

Zoom In

A simpler method of zooming in on the grid is to use the **+** key or to select the ***Zoom In*** option in the ***View*** menu. This will have the effect of zooming in by a small factor. The ***Zoom In*** option will work whilst carrying out other options.

Zooming In By Small Amounts

1. Select *Zoom In* from the *View* menu.

Or

1. Press the + key.

Or

1. Select the *Zoom In* button from the toolbar.

Zoom Out

A simpler method of zooming out of the grid is to use the **-** key or to select the ***Zoom Out*** option in the ***View*** menu. This will have the effect of zooming out by a small factor. The ***Zoom Out*** option will work whilst carrying out other options.

If this results in the design becoming too small then the grid pins will be turned off automatically to make the design clearer.

Zooming Out By Small Amounts

1. Select *Zoom Out* from the *View* menu.

Or

1. Press the - key.

Or

1. Select the *Zoom Out* button from the toolbar.

Zoom Back

The ***Zoom Back*** option in the ***View*** menu will select the previous view area, also the **<** key can be used. The ***Zoom Back*** option will work whilst carrying out other options.

If this results in the squares becoming too small then symbols will be drawn as solid blocks. If the squares become very small then the grid will not be displayed.

Going To The Previous View Area

1. Select *Zoom Back* from the *View* menu.

Or

1. Press the < key.

Or

1. Select the *Zoom Back* button from the toolbar.

Zoom Forward

The ***Zoom Forward*** option in the ***View*** menu will select the next view area (if the ***Zoom Back*** option has been performed), also the **>** key can be used. The ***Zoom Forward*** option will work whilst carrying out other options.

Going To The Next View Area

1. Select *Zoom Forward* from the *View* menu.

Or

1. Press the > key.

Or

1. Select the *Zoom Forward* button from the toolbar.

Full View

To re-display the grid at a size such that the entire grid can be seen, select the ***Full View*** option in the ***View*** menu or by pressing the ***V*** key. ***Full View*** will work whilst carrying out other options.

If this results in the design becoming too small then the grid pins will be turned off automatically to make the design clearer.

Viewing All Of A Design

1. Select *Full View* from the *View* menu.

Or

1. Press *V*.

Toggle Full Screen

This option will allow the display to toggle between normal editing view and full screen mode. The ***Full Screen Mode*** will make the view occupy the entire screen, the menus are still active (so they can be activated by using *Alt* along with the relevant letter - *Alt* + *V* for ***Views*** menu). The normal editing features and ***Zoom*** options are still available so edits can be made whilst at the larger display. To toggle back to the normal editing view, press the ***ESC*** key on the keyboard.

It is possible to toggle between the 2 views by pressing ***Ctrl*** and ***F5*** on the keyboard.

Making The Design Display On The Full Screen

1. Select *Toggle Full Screen* from the *View* menu - this will make the design full screen.
2. Press *ESC* to go back to the normal editing view.

Or

1. Pressing *Ctrl F5* will toggle between *Full Screen* and normal screen.

Grid

The grid can be turned on or off by selecting ***Grid On*** and ***Grid Off*** in the ***Grid*** sub-menu in the ***View*** menu. By pressing the letter ***G***, the display of the grid will toggle on and off. This can make the design clearer when looking at a large area.

Turning The Grid On

1. Select *Grid* from the *View* menu - a sub-menu is given.
2. Select *Grid On* from the *Grid* sub-menu.

Or

1. Pressing *G* will toggle between *Grid On* and *Grid Off*.

Turning The Grid Off

1. Select *Grid* from the *View* menu - a sub-menu is given.
2. Select *Grid Off* from the *Grid* sub-menu.

Or

1. Pressing *G* will toggle between *Grid On* and *Grid Off*.

Snap to

Grid and Pins

When this option is turned on then any points entered in ***Lace Pins***, ***Cloth Stitch***, ***Gimp***, ***Fan***, ***Rose Ground***, ***Spider***, ***Leaf***, ***Tally*** and ***Pin Line*** modes will snap to the nearest pin or grid point.

Snapping to the Grid and Pins

1. Select the *Snap To* option from the *View* menu - a sub-menu is given.
2. Select *Grid and Pins* to snap to both the grid and pins.

Grid

When this option is turned on then any points entered in ***Lace Pins***, ***Cloth Stitch***, ***Gimp***, ***Fan***, ***Rose Ground***, ***Spider***, ***Leaf***, ***Tally*** and ***Pin Line*** modes will snap to the nearest grid point.

Snapping to the Grid

1. Select the *Snap To* option from the *View* menu - a sub-menu is given.
2. Select *Grid* to snap to only the grid.

Pins

When this option is turned on then any points entered in ***Lace Pins***, ***Cloth Stitch***, ***Gimp***, ***Fan***, ***Rose Ground***, ***Spider***, ***Leaf***, ***Tally*** and ***Pin Line*** modes will snap to the nearest pin point.

Snapping to Pins

1. Select the *Snap To* option from the *View* menu - a sub-menu is given.
2. Select *Pins* to snap to only the pins.

None

When this option is turned on then any points entered in ***Lace Pins***, ***Cloth Stitch***, ***Gimp***, ***Fan***, ***Rose Ground***, ***Spider***, ***Leaf***, ***Tally*** and ***Pin Line*** modes will not snap.

Snapping to Nothing

1. Select the *Snap To* option from the *View* menu - a sub-menu is given.
2. Select *None* to not snap to anything - Lace Pins, Cloth Stitch, Gimp, Fan, Rose Ground, Spider, Leaf and Tally can be placed anywhere.

Annotations

The annotations can be turned on or off by selecting ***Annotations On*** or ***Annotations Off*** from the sub-menu which is given in the ***Annotations*** option in the ***View*** menu.

Turning Annotations On or Off

1. Select *Annotations* from the *View* menu - a sub-menu is given.
2. Select either *Annotations On* or *Annotations Off*.

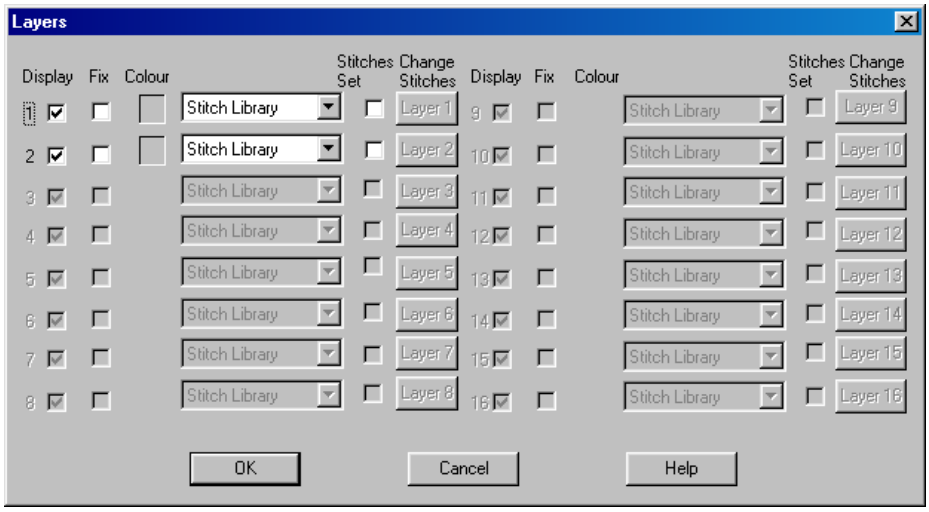
Layers

The display and colour of layers can be individually turned on and off. Also layers can be fixed to prevent changes and stitch types can be coloured independently of each other.

When the option is selected the *Layers Dialog* is given. Any options that are not relevant will be disabled to simplify choice.

To clear a layer from the display then clear the ***Display*** tickbox for that layer. To fix the layer to prevent any stitches being deleted then use the ***Fix*** tickbox.

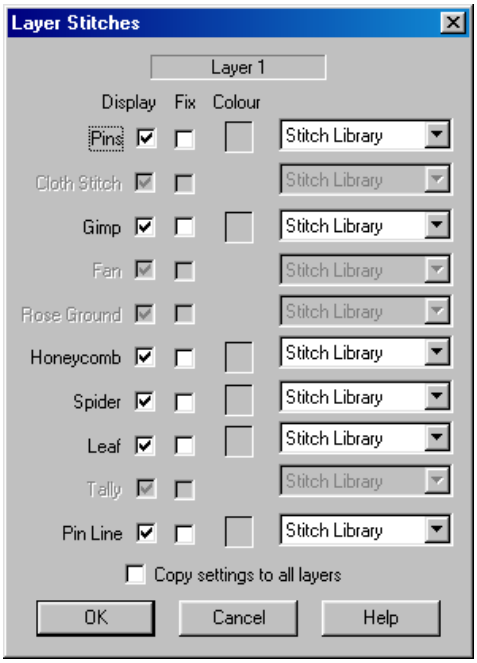
To change the colour of a layer either click the ***Colour*** box or select a colour from the drop-down list. If the drop-down list is set to ***Stitch Library*** then the original colours will be used.



Layers Dialog

By selecting the ***Stitches Set*** tickbox the ***Change Stitches*** will be active and will allow the individual stitch types to be displayed and coloured using the *Layer Stitches Dialog*. As with the *Layers Dialog* select the ***Display*** tickbox to display the elements, the ***Fix*** tickbox to fix them and the ***Colour*** button and drop-down list to change their colour.

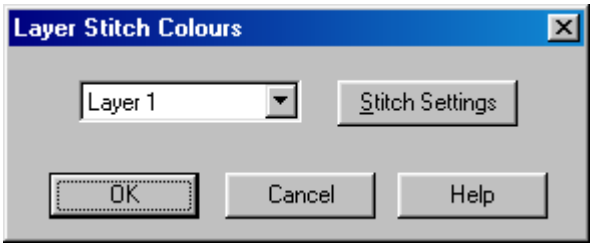
If the ***Copy settings to all layers*** tickbox is set then the settings will be used for all layers within the design.



Layer Stitches Dialog

Layer Stitch Colours

When ***Layer Stitch Colours*** in the ***View*** menu is selected a dialog is given. Select the required layer from the drop-down list and then the ***Stitch Settings*** button - the *Layer Stitches Dialog* is given - see the ***Layers*** option in the ***View*** menu above for further details.



Layer Stitch Colours Dialog

Ruler Settings

When ***Ruler Settings*** in the ***View*** menu is selected, a dialog is given with which changes can be made to how the rulers are displayed. Use the given checkbox to have the ***Rulers*** shown on screen. The ***Measurements*** of the rulers are set to pins.

Other options which are also given are ***OK***, to continue; ***Cancel***, to leave the option without making any changes and ***Help***.

Altering The Display Of The Rulers

1. Select *Ruler Settings* from the *Views* menu - a dialog is given.
2. Select the *Show Rulers* checkbox to cause the rulers to appear.
3. Select *OK*.

Motif Pad

Motif Pad in the ***View*** menu allows the settings for the ***Motif Pad*** to be altered. Select the given checkboxes to ***Show Motif Pad*** or ***Automatically Add Used Motifs*** and use the given spin button to set the ***Maximum Number of Motifs***. The maximum number of motifs allowed is 100 but the default limit is 15, when the limit is reached the oldest ones will be removed. If Automatically Add Used motifs is selected then motifs selected from the library will automatically be added to the pad.

Showing The Motif Pad

1. Select *Motif Pad* from the *View* menu - the *Motif Pad* dialog is given.
2. Select *Show Motif Toolbar* checkbox.
3. Select *Automatically Add Used Motifs* checkbox.
4. Alter the *Maximum Number of Motifs* by using the spin button.
5. Select *OK*.

Toolbar List

To remove or reinstate a toolbar, select or deselect the required toolbar from the bottom of the ***View*** menu. The choice of toolbars are ***General***, ***Stitches***, ***Layers*** and ***Toolbars*** gives access to the toolbars for each menu. Each toolbar is fully dockable which means that they can be positioned anywhere on the screen.

Displaying A Toolbar

1. Select *General Toolbar* or *Stitches Toolbar* from the *View* menu. This will turn the display of the toolbar on or off.

Displaying A Menu Toolbar

1. Select *Toolbars* from the *View* menu - a sub-menu is given.
2. Select the required menu from the list.
3. This will turn the display of the toolbar on or off.

Backdrop Menu

Import Image As Backdrop

Other file formats can be imported as a backdrop by using ***Import Image As Backdrop*** in the ***Backdrop*** menu. After importing, the image will be displayed in the backdrop, thus enabling designing to occur over it.

The following file formats are supported by Easy Lace:

Windows Bitmap (BMP)
TIFF
PCX
GIF
Windows Metafile (WMF)
JPEG (JPG)
Truevision TARGA (TGA)
Portable Network Graphics (PNG)
Kodak Photo CD (PCD)
LEAD compressed (CMP)
MPT
IOCA (ICA)
WinFax Group 3
WinFax Group 4
FAX Group 3
FAX Group 4
Photoshop 3.0 (PSD)
DCX
PostScript Raster (EPS)
OS/2 Bitmap (BMP)
CALS Raster
MacPaint (MAC)
GEM Image (IMG)
Microsoft Paint (MSP)
WordPerfect (WPG)
SUN Raster (RAS)
Macintosh Pict (PCT)

Set the file type to the required format and a list of all files in the directory with that extension will be given. Once the required file has been selected then a dialog will be given. Select the given checkbox to ***Use in Current Design***. The backdrop can be stored in a higher quality format giving a much better display quality. *[See Options in the Tools menu for details on high quality backdrop.]*

The ***File Size*** gives the size of the importing file in squares, which can be reduced by altering the ***Scale*** by using the spin buttons. This will alter the ***Design Size*** figures, which gives the size in pins of the design as it will appear behind the grid.

Other options which are also given are ***OK***, to continue; ***Cancel***, to leave the option without importing a file and ***Help***.

When a file is imported as a backdrop, it may not line up with the design grid. This is due to the backdrop and design being at different resolutions.

The backdrop options given in the ***Backdrop*** menu allow you to reposition, delete and alter the brightness of the backdrop.

Importing Other File Formats As A Backdrop

1. Select *Import Image As Backdrop* from the *Backdrop* menu - a dialog is given.
2. Select the file to import - a dialog is given.
3. Select *Use in Current Design* if required.
4. Set the required *Scale* to change the size of the image.
5. Select *OK*.

Browse Import Image

This option allow previews of other formats files to be seen before they are imported. Select ***Browse Import Image*** in the ***Backdrop*** menu, a dialog is given showing up to six previews. More files can be viewed by using the scroll bar. By clicking on a preview and pressing ***OK***, the selected file will be imported.

The first time a preview of a design is drawn, a few moments can be taken due to the complexity of imported pictures.

The file type can be set by selecting the required type from the ***File Type*** drop down list. The number of files can be reduced by entering the start of the filename in the box provided, i.e. b*.bmp, would list only Bitmap files beginning with the letter b.

To change the directory, select the ***Select Directory*** button, a list of directories will be given from which a new one can be selected.

More than one file can be opened, press and hold down the ***Ctrl*** key on the keyboard and select the required files as normal by using the mouse, then select ***OK*** and the files will be given on screen. To select a group of files, select the first file, press and hold down the ***Shift*** key on the keyboard then select the last file in the group.

Browsing Import Image Files

1. Select *Browse Import Image* from the *Backdrop* menu - a dialog is given.
2. Use *Select Directory* button to change directory if required.
3. Click on the required file's preview.
4. Select *OK*.

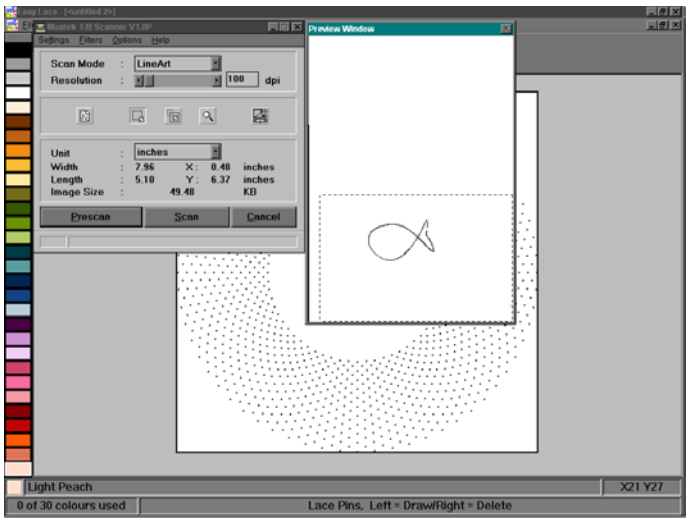
Acquire As Backdrop

The ***Acquire As Backdrop*** option is used to directly scan an image into the program. Once this option has been selected, a dialog is given on which various selections can be made. Set the ***Scan Mode*** to match the type of image you are scanning by using the drop down list, ***LineArt*** is best for line drawings.

Use the slider bar to set the ***Resolution*** value. Generally, scan images at a low resolution i.e. 75 - 100 dots per inch at most, this will keep the processing time down and use less memory. If enlarging the image then use a higher resolution i.e. 200 - 300 dots per inch. Using a 24 bit image will give the best result, but can produce data that is very large and thus increase the processing time.

Selecting the ***Tonal Adjustment*** will allow the brightness, contrast and colour to be changed. To see the effect of these changes click the preview button.

The size of the scan area can be adjusted by resizing the crop frame. The ***Prescan*** option allows the image to be seen as it would be when scanned. Once the required settings have been changed select ***Scan*** to scan the image. For further information on scanning, see the on-line help within the scanning option.



Acquire Dialog

The Acquire dialog may vary depending on which scanner driver is used. The dialog above is from a flatbed scanner driver.

Scanning An Image As A Backdrop

1. Select *Acquire* from the *Backdrop* menu - a dialog is given.
2. Set the *Scan Mode* to the required type by using the drop down list.
3. Set the *Resolution* value to 100 dots per inch by using the slider.
4. Select *Tonal Adjustment* for brightness and contrast, if required.
5. Select *Prescan* to see how the image would look when scanned.
6. Select *Scan* to scan the image.

Or

1. Select the *Acquire* button from the toolbar and follow instructions No.2 to No.6.

Select Source

The ***Select Source*** option in the ***Backdrop*** menu allows you to select which scanner is to be used by Easy Lace. Once this option is selected then the required scanner can be chosen from the given list.

Selecting The Scanner To Be Used

1. Select *Select Source* from the *File* menu - a list is given.
2. Select the required scanner from the list.
3. Select the *Select* button.

Position Backdrop

By using this option, the position of the backdrop can be changed, which is useful when it is being used in an existing design. Once this option is selected, a dialog will appear giving the original placement and size. Also given are spin buttons which allow changes to be made to the position of the ***Top*** and ***Left*** of the backdrop, along with its ***Height*** and ***Width***.

Other options which are also given are ***OK***, to continue; ***Cancel***, to leave the option without changing the position of the backdrop and ***Help***.

Positioning The Imported Backdrop

1. Select *Position Backdrop* from the *Backdrop* menu.
2. Use the spin buttons to set the *Top*, *Left*, *Height* and *Width* values.
3. Select *OK*.

Rotate/Reflect Backdrop

Rotate/Reflect Backdrop allows the backdrop to be rotated by multiples of 90º and/or reflected horizontally. When the option is selected by using ***Rotate/Reflect Backdrop*** in the ***Convert*** menu, a dialog is given. Select the required radio button to have the design rotated by ***90***, ***180*** or ***270*** degrees, to reflect a design select the given checkbox.

Other options that are given are ***OK***, to continue; ***Cancel***, to leave the option without rotating or reflecting the backdrop and ***Help***.

Rotating The Backdrop

1. Select *Rotate/Reflect Backdrop* from the *Convert* menu - the *Rotate/Reflect Backdrop* dialog is given.
2. Select the *90º, 180º* or *270º* radio button.
3. Select *OK*.

Reflecting The Backdrop

1. Select *Rotate/Reflect Backdrop* from the *Convert* menu - the *Rotate/Reflect Backdrop* dialog is given.
2. Select the *Reflect* checkbox.
3. Select *OK*.

Delete Backdrop

This option allows you to delete the current backdrop; it will always ask if this is what you require to prevent losing the backdrop by accident.

Deleting The Imported Backdrop

1. Select *Delete Backdrop* from the *Backdrop* menu.

Backdrop Display

The backdrop can be turned on or off by selecting ***Backdrop On*** and ***Backdrop Off*** on ***Backdrop Display*** in the ***Backdrop*** menu. By pressing the letter ***U***, the display of the backdrop will toggle on and off. This can be used to make the design clearer.

Turning The Imported Backdrop On

1. Select *Backdrop Display* from the *Backdrop* menu - a sub-menu is given.
2. Select *Backdrop On* from the *Backdrop Display* sub-menu.

Or

1. Press *U* will toggle between *Backdrop On* and *Backdrop Off*.

Turning The Imported Backdrop Off

1. Select *Backdrop Display* from the *Backdrop* menu - a sub-menu is given.
2. Select *Backdrop Off* from the *Backdrop Display* sub-menu.

Or

1. Pressing *U* will toggle between *Backdrop On* and *Backdrop Off*.

Backdrop Brightness

The ***Backdrop Brightness*** option allows the intensity of the backdrop to be changed to make the display clearer. The options are ***Very Light***, ***Light***, ***Normal***, ***Dark*** and ***Very Dark***, just click on the one required.

Setting The Backdrop Brightness

1. Select *Backdrop Brightness* from the *Backdrop* menu - a sub-menu is given.
2. Select the required brightness from the *Backdrop Brightness* sub-menu.

Annotate Menu

Add Text

After selecting ***Add Text*** in the ***Annotate*** menu, a cross-hair is given. Press and hold down the ***LEFT*** mouse button to enter the first corner of the box for the text. Drag to the second corner of the box and release the mouse button, this will set the size of the box. The text will be fitted centrally as large as possible within the box. A dialog is given, type in the required text in the edit box. To change the font used in the annotation use ***Font*** in ***Print Settings*** in the ***File*** menu.

Other options which are also given are ***OK***, to continue; ***Cancel***, to leave the option without adding any text and ***Help***.

Adding Text Annotation To A Design

1. Select *Add Text* from the *Annotate* menu - a cross-hair is given.
2. Press and hold down the *LEFT* mouse button to enter the first corner of the box for the text.
3. Drag to the second corner, then release the mouse button - a dialog is given.
4. Type in the required text in the edit box.
5. Select *OK.*

Add Arrow

After selecting ***Add Arrow*** in the ***Annotate*** menu, a cross-hair is given. Press and hold down the ***LEFT*** mouse button to enter the first end of the arrow. Drag to the other end of the arrow and release the mouse button, this will set the size and direction of the arrow. Then a dialog is given, set at which ends arrow heads are required by using the given checkboxes.

Other options which are also given are ***OK***, to continue; ***Cancel***, to leave the option without adding any arrows and ***Help***.

Adding Arrow/Line Annotation To A Design

1. Select *Add Arrow* from the *Annotate* menu - a cross-hair is given.
2. Press and hold down the *LEFT* mouse button to enter the first end of the arrow/line.
3. Drag to the second end, then release the mouse button - a dialog is given.
4. Select the required checkboxes to have the arrow heads displayed.
5. Select *OK.*

Edit Annotations

After selecting ***Edit Annotations*** in the ***Annotate*** menu, a cross-hair is given. As the cursor moves over the different annotations they will become highlighted. When the required annotation is highlighted, press the ***LEFT*** mouse button to edit it.

If a text annotation is being edited, the text can be changed and/or it's position can be redefined. To redefine the position select the ***Redefine*** button, this will give a cross-hair to select the new position of the box in which the text is positioned centrally.

If an arrow annotation is being edited, the arrow heads can be changed and it's position can be redefined. To redefine the position select the ***Redefine*** button, this will give a cross-hair to select the new position of the line.

To delete the annotations, after the required annotation is highlighted press the ***Delete*** button on the keyboard. A dialog is given asking if you wish to continue, select ***Yes*** to delete the annotation.

Other options which are also given are ***OK***, to continue; ***Cancel***, to leave the option without editing any annotations and ***Help***.

Editing A Text Annotation In A Design

1. Select *Edit Annotations* from the *Annotate* menu.
2. Move the cursor over the required annotation and press the *LEFT* mouse button - a dialog is given.
3. Type in the required text changes in the edit box.
4. Select *Redefine* button to change the position - a cross-hair is given.
5. Press and hold down the *LEFT* mouse button to enter the first corner of the box for the text.
6. Drag to the second corner, then release the mouse button.

Editing An Arrow/Line Annotation In A Design

1. Select *Edit Annotations* from the *Annotate* menu.
2. Move the cursor over the required annotation and press the *LEFT* mouse button - a dialog is given.
3. Select the required checkboxes to have the arrow heads displayed.
4. Select *Redefine* button to change the position - a cross-hair is given.
5. Press and hold down the *LEFT* mouse button to enter the first end for the arrow/line.
6. Drag to the second end, then release the mouse button.

Deleting Annotations From A Design

1. Select *Edit Annotations* from the *Annotate* menu.
2. When the required annotation is highlighted, press the *Delete* button on the keyboard - a dialog is given.
3. Select *Yes* to delete the annotation.

Tools Menu

Crop

Crop allows the grid to be reduced by removing unwanted areas from around the actual design.

Rectangular Grids

When the option is selected by using ***Crop*** in the ***Tools*** menu, a cross-hair cursor will appear. Move the cursor to the first corner of the area to be kept and press and hold the ***LEFT*** mouse button. A box will appear which can be sized to cover the area to be kept, then release the ***LEFT*** mouse button.

This option can also be used without selecting the menu option, by moving the mouse to the first corner of the area required and pressing ***O***.

To leave the option at any point without making any changes, press the ***RIGHT*** mouse button.

Decreasing The Size Of The Design (Rectangular Grids)

1. Select *Crop* from the *Tools* menu - a cross-hair cursor is given.
2. Move the cross-hair to the first corner of the area to be kept.
3. Press and hold down the *LEFT* mouse button whilst dragging to the second corner - a box is given.
4. Release the button when the box is the correct size.

Or

1. Move the cross-hair to the first corner of the area to be kept.
2. Press *O* - a box is given.
3. Set the size of the box by moving the mouse.
4. Press the *LEFT* mouse button.

Circular and Elliptical Grids

When the option is selected by using ***Crop*** in the ***Tools*** menu, a dialog is given. Enter the number of pins to be removed either from the ***Outer Radius*** and/or ***Inner Radius*** by using the given spin buttons.

Other options which are also given are ***OK***, to continue; ***Cancel***, to leave the option without cropping the design and ***Help***.

This option can also be used without selecting the menu option, by pressing ***O***; the dialog is given on which the new values should be entered.

Decreasing The Size Of The Design (Circular and Elliptical Grids)

1. Select *Crop* from the *Tools* menu - a dialog is given.
2. Enter the number of pins to be removed from the *Outer Radius* by using the spin button.
3. Enter the number of pins to be removed from the *Inner Radius* by using the spin button.
4. Select *OK*.

Or

1. Press *O* - a dialog is given.
2. Enter the number of pins to be removed from the *Outer Radius* by using the spin button.
3. Enter the number of pins to be removed from the *Inner Radius* by using the spin button.
4. Select *OK*.

Hexagonal and Pointed Bookmark Grids

This option is not available and will be greyed for hexagonal and pointed bookmark grids.

Extend

Extend allows the size of the grid to be increased to give additional space for the design.

Rectangular Grids

To use this option, select ***Extend*** in the ***Tools*** menu or press the letter ***E***. The number of stitches to increase the grid size in the given directions should then be set.

Other options which are also given are ***OK***, to continue; ***Cancel***, to leave the option without extending the design and ***Help***.

Increasing The Size Of The Design (Rectangular Grids)

1. Select *Extend* from the *Tools* menu.
2. Set the number of stitches to increase the grid size in the given direction.
3. Select *OK*.

Or

1. Press *E*.
2. Set the number of stitches to increase the grid size in the given direction.
3. Select *OK*.

Circular and Elliptical Grids

When the option is selected by using ***Extend*** in the ***Tools*** menu, a dialog is given. Enter the number of pins to be added either to the ***Outer Radius*** and/or ***Inner Radius*** by using the given spin buttons.

Other options which are also given are ***OK***, to continue; ***Cancel***, to leave the option without cropping the design and ***Help***.

This option can also be used without selecting the menu option by pressing ***E***; the dialog is given on which the new values should be entered.

Decreasing The Size Of The Design (Circular and Elliptical Grids)

1. Select *Extend* from the *Tools* menu - a dialog is given.
2. Enter the number of pins to be added from the *Outer Radius* by using the spin button.
3. Enter the number of pins to be added from the *Inner Radius* by using the spin button.
4. Select *OK*.

Or

1. Press *E* - a dialog is given.
2. Enter the number of pins to be added from the *Outer Radius* by using the spin button.
3. Enter the number of pins to be added from the *Inner Radius* by using the spin button.
4. Select *OK*.

Hexagonal and Pointed Bookmark Grids

This option is not available and will be greyed for hexagonal and pointed bookmark grids.

Reduce Lace Stitch Memory

Reduce Lace Stitch Memory in the ***Tools*** menu will remove unnecessary backstitch. This can simplify a design, making it smaller in memory usage and also faster in processing options. When the option has been selected a dialog is given, select the given checkboxes to ***Remove Duplicate Lace Stitch*** and/or ***Merge Consecutive Lace Stitch***. ***Remove Duplicate Lace Stitch*** will cause lace stitch lying under other lace stitch to be removed. ***Merge Consecutive Lace Stitch*** will join lace stitch in a line together as one line.

This option may take some time for complex lace designs.

Other options that are given are ***OK***, to continue; ***Cancel***, to leave the option without processing the lace stitch and ***Help***.

Reducing The Lace Stitch Memory Used

1. Select *Reduce Lace Stitch Memory* from the *Tools* menu - the *Reduce Lace Stitch Memory* dialog is given.
2. Select *Remove Duplicate Lace Stitch* and/or *Merge Consecutive Lace Stitch* checkboxes.
3. Select *Process* button.

Options

The Easy Lace program can be configured to give your personal choice for some of the option settings in the design. When ***Options*** in the ***Tools*** menu is selected, a list of options will be given. These options can be selected by using the given buttons.

The ***Units of Measurements*** used within the program can be altered by using the drop down list.

Use the given spin button to alter the ***Gimp Thickness on Screen***, the default value for this is 8.

The ***Pin Size*** can be altered by using the given spin button to change the size. By changing the percentage to 200% it will double the normal size, or by changing the percentage to 50% it will be half the normal size.

Gimp Selection Mode option will affect how the gimps are selected, choose ***Verify Edits*** or ***Middle of Line*** from the given drop down list. ***Middle of Line*** will select gimp lines according to any point along the line instead of the end points. ***Verify Edits*** checks which gimp line is to be edited, a flashing line will appear showing which gimp line will be edited.

Undo will be turned on every time Easy Lace is run if the ***Undo On*** button is selected.

Undo Memory sets the maximum amount of memory in KB which the ***Undo*** option can use. When working on large designs this will prevent the program from using too much memory. The normal setting is 4096KB, for machines with low memory this value should be reduced to approximately half your memory. The program will only use the memory as it is required.

If your computer has low memory, then the speed of the options may be reduced if the Undo option is on. So by turning the Undo off, the time taken can be reduced.

When ***Remind to Save Design Every*** is selected then the program will popup a reminder to save the given design. Use the given spin button to set the length of time between each reminder.

When ***Auto Backup*** is selected, the program will generate backup files of modified designs roughly every five minutes, the default setting is on. If a crash occurs, then the next time Easy Lace is used it will ask if the backup files should be loaded. Select ***Yes*** to do so, if ***No*** is selected the files are lost and cannot be retrieved.

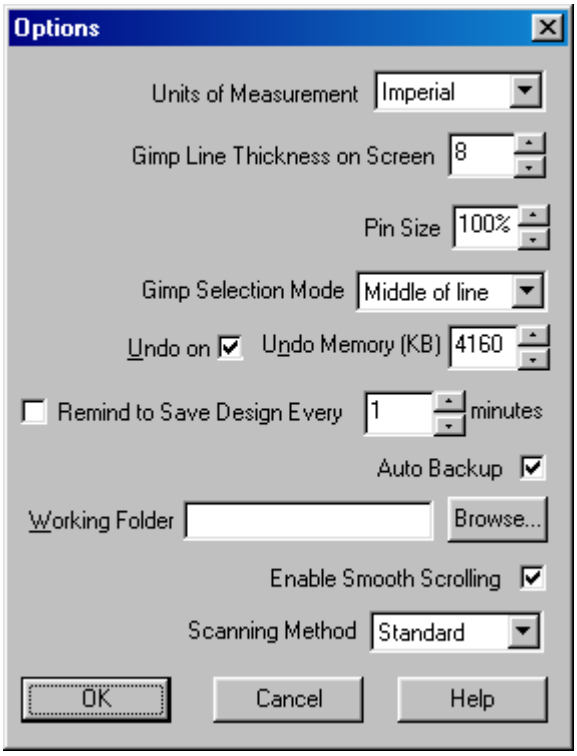
If there are a lot of designs in memory the program will save them in stages to prevent the program slowing down.

The ***Working Folder*** gives the default folder for design files when the program is first run. ***Browse*** will allow the folder to be selected.

The program scrolls in a smoother fashion (less screen redrawing) when using the scroll bars. Due to the way this is implemented, to make it work at a reasonable speed, there may be the occasional graphics card/driver which does not handle this properly, so the features can be disabled by removing the tick from the ***Enable Smooth Scrolling*** checkbox.

The ***Scanning Method*** should only be changed if you are experiencing failures when scanning, select ***Method 1*** or ***Method 2*** from the drop down list.

Other options are ***OK***, to save the values given to file; this will have the result of giving these values whenever the Easy Lace program is run. If the ***Cancel*** option is selected then no changes will be made and the original values will still be used and ***Help***.



Options Dialog

Changing The Program Settings

1. Select *Options* from the *Tools* menu.
2. Set the *Units of Measurements* by using the drop down list.
3. To change the *Gimp Line Thickness on Screen*, use the spin button.
4. To change the *Pin Size*, use the spin button.
5. Change the *Gimp Selection Mode*, using the drop-down list.
6. To have the *Undo* option working, then select the given checkbox.
7. To set the *Undo Memory* use the spin button.
8. To change the *Working Folder*, select the Working Folder edit box and type the required directory.
9. To have the *Auto Backup* on, then select the given checkbox.
10. To have the Smooth Scrolling on, then select the given checkbox.
11. To change the Scanning Method, use the given drop down list.
12. Select *OK*.

Toolbar Buttons

Once ***Toolbar Buttons*** in the ***Tools*** menu is selected, a dialog is given. Select the required toolbar by selecting the given tab, then select or deselect the required options by using the given checkboxes.

Other options which are also given are ***OK***, to continue; ***Cancel***, to leave the option without saving the changes and ***Help***.

Changing Which Options Appear On The Toolbars

1. Select *Toolbar Buttons* from the *Tools* menu - a dialog is given.
2. Select the tab for the toolbar you wish to alter.
3. Select or de-select the checkboxes for the buttons you wish altering.
4. Select *OK*.

Tally Size

To change the size of the tallies, use ***Tally Size*** in the ***Tools*** menu, once selected a dialog is given. Enter the new values for the ***Width*** and ***Height*** of the tally, the dimensions are given as a percentage of the pin spacing. Any changes made to the size will only affect new ones placed.

Other options which are also given are ***OK***, to continue; ***Cancel***, to leave the option without changing the size of the tallies and ***Help***.

Changing The Size of The Tallies

1. Select *Tally Size* from the *Tools* menu - a dialog is given.
2. Set the new values for the *Width* and *Height* of the tallies.
3. Select *OK*.

Change Grid Angle

Select ***Change Grid Angle*** from the ***Tools*** menu to alter the angle of the grid. Once the option has been selected a dialog is given in which the new value should be entered.

Other options which are also given are ***OK***, to continue; ***Cancel***, to leave the option without changing the grid angle and ***Help***.

Changing Angle of The Grid

1. Select *Change Grid Angle* from the *Tools* menu - a dialog is given.
2. Set the new value for the *Grid Angle*.
3. Select *OK*.

Create Corner Design

Create Corner Design in the ***Tools*** menu will convert a straight design into a corner. Once the option has been selected, a cross-hair is given. Press and hold down the ***LEFT*** mouse button at the inside corner, then drag the box to cover the required section and release the button. The area where the new section will be created will be shown, press the ***LEFT*** mouse to accept this.

All of the design enclosed by the given box, including the grid, will be mirrored to form the corner.

Converting A Straight Design into A Corner

1. Select *Create Corner Design* from the *Tools* menu - a cross-hair cursor is given.
2. Move the cross-hair to the inside corner, press and hold down the *LEFT* mouse button whilst dragging to the outside corner - a box is given.
3. Release the button when the box cover the section - the new section is given.
4. Press the *LEFT* mouse button to accept it.

Pin Line Settings

Pin Line Settings from the ***Tools*** menu will alter how pin lines are placed. Once the option has been selected a dialog is given, enter the ***Pin Spacing along the Line*** or ***Pin Spacing across the Line*** by the using the given spin buttons. The ***Style for Double Pin Lines*** can be set to ***Zig-Zag*** or ***Opposite*** by using the drop down list.

Other options which are also given are ***OK***, to continue; ***Cancel***, to leave the option without changing the pin line settings and ***Help***.

Changing The Pin Line Settings

1. Select *Pin Line Setting* from the *Tools* menu - a dialog is given.
2. Enter the value for *Pin Spacing along the Line* and/or *Pin Spacing across the Line* using the spin buttons.
3. Alter the *Style for Double Pin Lines* using the drop down list.
4. Select *OK*.

Undo Menu

Undo

The ***Undo*** facility allows up to 100 options to be undone, this allows the edits made to the design to be undone if a mistake has been made.

Undo Off

The ***Undo Off*** option will disable the ***Undo*** facility and prevent any more copies of the design from being saved. Should you wish to make this the default option then the configuration for Easy Lace can be changed to allow this. *[See Options in the Tools menu for further information.]*

Turning Undo Off

1. Select *Undo Off* from the *Undo* menu.

Undo On

The ***Undo On*** option will turn the ***Undo*** facility on. This is the default option for Easy Lace unless set otherwise in the ***Options*** option. Up to a maximum of 100 options can be undone.

Turning Undo On

1. Select *Undo On* from the *Undo* menu.

Redo

The ***Redo*** option will undo the last undo. Up to 100 redoes can be made according to how many options have been undone.

If any edits are made to the design, the ***Redo*** option will not be available.

If several options are undone in one go the ***Redo*** option will only go back one option each time it is selected.

Redoing An Undone Option

1. Select *Redo* from the menu.

Or

1. Select the *Redo* button from the toolbar.

List of Options that can be Undone

A list of options which can be undone is given at the end of the ***Undo*** menu. If more than 10 options have been used then only the last 10 can be selected at any one time.

Selecting An Option To Be Undone

1. Select the *Undo* menu, then the required option from the list given at the bottom of the menu.

Or

1. Select the *Undo* menu, then press the number corresponding to the required option.

Or

1. Select the *Undo* button from the toolbar and the last option will be undone.

Window Menu

Cascade

This option will cascade all of the active designs.

Cascading Active Designs

1. Select *Cascade* from the *Window* menu.

Tile

This option will tile all of the active designs.

Tiling Active Designs

1. Select *Tile* from the *Window* menu.

View Designs

View Designs in the ***Windows*** menu allows the designs that are currently loaded and not minimised to be compared side by side. When the option is selected a dialog is given, select how to display the designs by using the ***Tile Vertically*** or ***Tile Horizontally*** radio buttons. The default settings is to have the designs displayed in ***Full View*** mode, should you wish to change the ***Zoom*** of the design remove the tick from the ***Full View*** checkbox. Select either ***Hide Rulers*** or ***Show Rulers*** radio button as required to have rulers there or not.

Other options that are given are ***OK***, to continue; ***Cancel***, to leave the option without viewing the designs and ***Help***.

Viewing The Designs Which Are Currently Loaded

1. Select *View Designs* from the *Windows* menu - the *View Designs* dialog is given.
2. Select either *Tile Vertically* or *Tile Horizontally* radio button.
3. Select the required settings for rulers
4. Select *OK*.

Close All

This option will close all active designs; if changes have been made then Easy Lace will allow the design to be saved.

Closing All Designs

1. Select *Close All* from the *Window* menu.

Arrange Icons

This option can be used to arrange minimised designs.

List of Designs that can be selected

This lists the designs which are currently open, which can be used to switch between designs.

Switching Between Opened Designs

1. Select the *Window* menu, then the required file from the list given at the bottom of the menu.

Or

1. Select the *Window* menu, then press the number corresponding to the required file.

Help

Help

The on-line help facility gives access to the manual on screen. Help can be selected either by selecting one of the options below or alternatively if ***F1*** is pressed, help will be given about the current option.

Getting Help

1. Select *Help* menu.

Or

1. Press *F1*.

Or

1. Selecting the *Help* button on the dialogs.

Contents

This option gives the contents page of the Easy Lace on-line help. From this page information on other options can be found. This option can be selected by pressing ***F1***.

Search for Help On

This option gives a list of the various pages within the Easy Lace on-line help. Select the required page for more details on that option.

How to Use Help

This option gives details on how to use the Windows on-line help facilities.

Troubleshooting

Printing

Most printing problems that users have experienced with Easy Lace are related to incompatibility with older printer drivers. These problems can be corrected by obtaining the latest driver from the printers manufacturer. There should be no charge for this service. If there is then you should object as it is not the common practice. The problems have manifested themselves in the following ways.

The program appears to be printing, but there is no printout produced, why?
An application error occurs while printing, why?
Why does the program takes a long time to print?

Check the printer driver, most problems occur when using drivers supplied with the printer. Try either obtaining an update from the manufacturer or selecting a driver from the original Windows disks.

When printing a design to my laser printer, only half of it appears, why?

This is normally a result of the amount of memory available in your printer. Laser printers use their memory for a variety of tasks including fonts, buffers and the actual page being printed. If the printer does not have enough memory to store all this then only part of a page may be printed. There are several things which may help to solve this:

Print at a lower resolution
Print True Type fonts as graphics (normally set in the ***Print Setup*** option)
Print the design at a larger size and over several pages - this can simplify the information held in the printer at any one time
Set the ***Print Margins*** so that less of the paper is used
Add more memory to your printer

Scanning

Many scanning problems can be corrected by obtaining an updated driver from the manufacturer. Some of the common problems are:

When I select Acquire nothing happens, why?

Try the ***Select Source*** option to select which TWAIN driver to use.

When I select the Select Source option nothing happens, why?

This is normally caused by one of the following:

No 32 bit TWAIN driver is installed. Check the disks supplied with the scanner for the appropriate driver or contact the manufacturer.

The program crashes when I try to scan, why?

A number of drivers appear to cause problems during scanning. Try obtaining the latest driver from the manufacturer.

General

Colours in the palette and design area appear grainy, why?

If the monitor display is set to 16 colours then Windows will attempt to create additional colours by combining its 16 basic colours. This results in a pattern of dots being displayed. If your graphics card and monitor can support more colours, such as 256, then Easy Lace will automatically generate most, if not all, of its colours as solid.

The program runs slowly and the hard disk light flashes a lot, why?

This is caused by low memory. Turning the *Undo* option off or changing the amount of memory used in the *Options* option, will reduce the amount used.

Also having several designs open at once will use a lot of memory, so close any designs that you have finished with.

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